



Confirmation Services Technical Guide

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- A. Explanation.** This publication descriptive information, technical specifications, and requirements to use the Postal Service's™ current legacy barcode format and shipping file format (version 1.3).
- B. Availability.** This publication is accessible on the Internet at <http://www.usps.com/publications>.
- C. Comments on Content.** Send written comments about the content of this publication to the following address:

US POSTAL SERVICE - PRODUCT VISIBILITY SYSTEMS
475 L'ENFANT PLAZA SW RM 4000 NB
WASHINGTON DC 20260-5627
- D. Cancellations.** All previous issues of Publication 91 are obsolete.
- E. Mail classes.** Mail classes categorized as 'Competitive' under the Postal Accountability and Enhancement Act are now referred to as products.
- F. Effective Date.** This publication is effective April 2011.
- G. New Intelligent Mail.** Recommend new customers pursue the new format for files and barcodes.

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1 General Information

Overview

Publication 91 provides descriptive information, technical specifications, and requirements to use the Postal Service's™ current legacy barcode format and electronic shipping services file format. In addition, this publication covers other services, such as: Priority Mail Open and Distribute, Express Mail Open and Distribute and Merchandise Return services. The legacy barcode and file formats will be supported until the full transition to Intelligent Mail™ package barcode (IMpb) has occurred. The Publication 91 Addendum for the Intelligent Mail™ package barcode (IMpb) and 3-digit Service Type Codes provides descriptive information, technical specifications, and requirements to support the transition to the new IMpb barcode format and shipping file format. The document is available online at <http://ribbs.usps.gov/index.cfm?page=intellmailpackage>. USPS encourages our customers to start adopting the new IMpb barcode and shipping services file format.

The “Getting Started” chapter provides an overview of the Delivery Confirmation and Signature Confirmation services and how they relate to other services. “The Details” chapter contains in-depth information including the technical specifications and requirements for each service.

Exhibit 1-1 provides an overview of how Confirmation Services work.

Exhibit 1-1: How Confirmation Services Works

Four basic steps are required to use the electronic price Delivery Confirmation™ service and Signature Confirmation™ service:

1. The mailer puts a barcoded label on the package; you can print the label or USPS can print it for you.
2. The mailer sends USPS the electronic shipping services file with a listing of all the barcodes and some related shipping information.
3. Tender the mail to the Postal Service. How you pay for the postage is unaffected by this service.
4. When the package is delivered, the carrier will scan the barcode and get a signature if applicable, and this information will be available for your access.

This guide provides the details on how to construct the shipping services file, the specifications of the barcodes and labels, and the methods for sending and receiving the data.

You may want to have someone else take care of the technical aspects of these services. There are numerous commercial vendors that have shipping and manifesting systems that you may purchase. A listing for Confirmation Services specific vendors can be found on RIBBS at <http://ribbs.usps.gov/files/vendors/DCVEND1.PDF>

We can provide you with a listing of those software vendors that have had their shipping/manifesting systems certified for use with Confirmation Services. The Postal Service also offers Application Program Interfaces (APIs). Information about the APIs is found in this guide, or by visiting www.usps.com/webtools. We also offer electronic price Confirmation Services through the Postal Service's Web site, www.usps.com, through the Click-N-Ship® application, and through PC Postage partners.

Delivery Confirmation	vs.	Signature Confirmation
Provides the date, time, city, state, and ZIP Code™ of where the package was delivered. Also the date, time, and location are provided when delivery was attempted, or if the piece was forwarded or returned.		In addition to the information included with Delivery Confirmation service, Signature Confirmation service provides the first initial and last name of the person who signed for the package in text format. A copy of the signature may be requested and it will be sent via e-mail, fax, or mail at the requestor's choice. Requests for signatures may be made at www.usps.com or by using the toll-free number, 800-222-1811, or through Bulk Proof of Delivery program.
Delivery information is made available sixteen times daily in the form of an extract file, which contains all scan events that occurred on a package since the previous extract file. Individual packages may also be tracked using web tools Track/Confirm API at www.usps.com/webtools , by calling 800-222-1811, or by visiting the Postal Service Track & Confirm Web site at www.usps.com ; click <i>Track & Confirm</i> .		Signature Confirmation information is made available in the same manner as Delivery Confirmation.
The Delivery Confirmation service electronic fee is no extra charge on Priority Mail® and Parcel Select Destination Entry®. The fee is reduced when using Delivery Confirmation with Package Services parcels, First-Class Mail® parcels, Parcel Select (non-destination entry), and Standard Mail® parcels.		The Signature Confirmation service electronic fee is reduced when the electronic option is used. This option is available for Priority Mail, Packages Services parcels, and First-Class Mail parcels.

As a new user of Confirmation Services, you will need to complete a short “test” before using the service in order to certify that you’re all set with your barcodes, files, and ability to transmit information to the Postal Service.

Integrated Barcode

Integrated barcodes enable you to use two or more of the Extra Services, such as Delivery Confirmation service, insurance, etc., and apply a single barcode representing the options you have selected. This eliminates the need to put one barcode on for Delivery Confirmation service and another barcode on for insurance. There are now Service Type Codes that represent the combinations of services you may require. It is simply a matter of printing the barcoded label with the Service Type Code that represents the options you want for that particular package.

To change the barcode to incorporate two or more Extra Services into an integrated barcode (as shown in Exhibit 1-2), change the following:

1. The text above the barcode to identify the service requested.
2. The Service Type Code in the barcode.

Exhibit 1-2: Integrated Barcode Solution

NOTE: The barcode label depicted below is for **illustration** purposes only.



The Service Type Codes and the text above the barcode used with integrated barcodes may be found in Table 9-1 in Chapter 9.

Exhibit 1-3 shows samples of “before” and “after” integrated barcodes applied to packages.

Exhibit 1-3: "Before/After" - Integrated Barcode Solution



Before Integrated Barcode
(Multiple Barcoded Labels)



After Integrated Barcode
(One Barcoded Label)

2 Getting Started

Welcome to Confirmation Services

Understanding the Mailer ID (MID)

In August 2007, the Postal Service replaced the use of a DUNS® number with a Mailer Identification (MID) number. In April 2010, the Postal Service™ announced that it is requiring all customers using Confirmation Services (such as Delivery Confirmation™ or Signature Confirmation™) or Electronic Verification System (eVS®) to use a MID that begins with the number 9 when the MID contains nine digits.

A nine-digit MID must begin with the number 9. Some customers currently use nine-digit MIDs that do not conform to this rule.

A conforming MID is defined as the following:

- A six-digit MID must begin with 0–8. Six digit MIDs can only be used with the new Intelligent Mail Package Barcode (IMpb).
- A nine-digit MID must begin with 9.

All nonconforming nine-digit MIDs should have been changed to a new nine-digit MID format by January 31, 2011. If you have questions pertaining to your Mailer ID, please contact Confirmation Services Support at 877-264-9693.

The assignment of new MIDs will enable mailers to take advantage of recent and planned Mailer ID system upgrades that enable centralized, automated customer profile management including MID assignment. Future enhancements include the following:

- Registration and self-service capabilities to participate in multiple programs through the business customer gateway.
- Intelligent Mail® features and the Intelligent Mail package barcode (IMpb®).
- A six or nine-digit numeric code for the MID. (The six-digit MID can only be used with the new Intelligent Mail package barcode (IMpb) and shipping services file format (versions 1.5 or 1.6)).

MID Assignment and Use

The use of the MID allows your packages to be identified from thousands of others participating in Confirmation Services. It allows you to generate a unique tracking number for your packages without the possibility of the number being duplicated. To participate in the program and to be able to track mail pieces, a separate MID is required and assigned for each location from which you choose to induct mail.

The MID identifies customers within the Package Identification Code (PIC) or tracking number embedded in the barcode on the mailpiece and in the Electronic File Number (EFN).

The following illustrates how the MID is used in Confirmation Services:

User Generated Labels

If you are printing your own barcoded labels, your MID will be embedded in the PIC on the label. This MID will be used to identify the “Host site” which is where mail is inducted. Once the MID is established it must be used for all barcoded labels being used at the Host site.

For example, if you generate and print barcoded labels from Detroit, the MID assigned for the Detroit location is used in the barcode. If your business also inducts mail at San Diego, a different MID is required for the barcoded labels. When the labels are generated and printed, this MID will be embedded in the barcode and will be used to identify the induction point. The purpose for the MID is to identify the mailer and the location of the mailer in case the labels fall

out of tolerance and are not able to be scanned. This also mitigates the chance for generating duplicate labels.

When transmitting a Shipping Services file for Confirmation Services, the MID is used in the header record and is used to identify the mailers data. The MID within the PICs may be that of another company if the company printed the barcoded label.

In addition, the MID may be used in the Client Mailer ID field of the Shipping Services file. By populating this field with the MID, companies owning the client MID will receive delivery information in an extract file. This file is only generated if the Client Mailer ID is registered and the mailer has established an account for a Postal Service Logon ID and password.

Confirmation Services Certification Process

To qualify for the electronic price option, the Shipping Service file and barcoded labels must be certified prior to mailing with Confirmation Services. Certification will test your barcode labels and Shipping Services file to ensure they meet our specifications, and will test the transmission of the Shipping Services file to USPS. Shipping Services files may be transmitted using the File Transfer Protocol (FTP), Electronic Data Interchange (EDI/INT AS2), or Secure Transmission (SFTP). These file transmission options are explained in chapter 7, Communications. The specifications for the labels and Shipping Services file may be found in chapters 4 Labels and Barcodes and 5 Shipping Services File Format respectively. All forms needed for Confirmation Services that are mentioned below are available at: <http://www.usps.com/forms/confirmservices.htm>.

The following steps outline the Confirmation Services certification process:

1. Customers must sign-up on the Business Customer Gateway at <https://gateway.usps.com/bcg/login.htm> to create a user account.
2. If a user account already exists, ensure the corporate business location is accurately identified in the Business Customer Gateway or establish a new location as needed.
3. Obtain the Mailer ID (MID) for the corporate business location via the Business Customer Gateway. The mailer must logon as an existing user or register for a business account as a new user to gain access to the Business Customer Gateway and request the Mailer ID service. Once the mailer has access to the Mailer ID System, they will select the "Mailer ID" link to obtain a MID. Select the "Confirmation Services for Package Services Product and Extra Services" as the Program Type. Package Services MIDs cannot be used for letters and flats mailings.
4. Complete the PS Form 5051, Confirmation Services Electronic Option Application. (Available at <http://www.usps.com/forms/confirmservices.htm>).
 - a. Please include your Mailer ID on this form.
5. Complete PS Form 1357-S, Request for Computer Access to receive logon for Product Tracking system
 - a. This logon will allow you to transmit electronic manifest files and access event extract files for items with any of your Confirmation Services MIDs.
6. Create an electronic test file with a minimum of 100 D1 records and include in those 100 records 10 of the PICs which match those from your printed labels.
 - a. If you will be using your own proprietary software, please use the following information within the header record of the Shipping Services file:
 - i. Developer ID Code: 850
 - ii. Product Version Number: 1.0.
 - b. If you will be using commercial software for your shipping system, the vendor will provide you the Developer ID Code and Product Version Number.
7. The test labels should contain a sample for each mail class and extra services that you are planning to use. If you are a Vendor then you must print 100 test labels; all other customers printing their own labels, must print 10 test labels for each printer. The printed barcoded labels must match the package identification codes (PICs) in the file. The PIC must include your Mailer ID and the PIC in the test labels must be unique.

- a. Complete the PS Form 5052, Confirmation Services Printer Verification. (Available at <http://www.usps.com/forms/confirmservices.htm>).
 - b. If there are issues with the labels and/or file you will be contacted by the Confirmation Services Support Team.
 - c. We urge you to ensure that the barcodes you print continue to meet the barcode specifications shown in this guide. If barcode print quality falls out of tolerance, the barcodes may be unable to be scanned, and this can affect your ability to receive information about your mailpieces. If problems occur, the Postal Service will contact mailers and an effort will be made to jointly resolve the problem.
8. Fax, email, or mail certification documentation PS Form 5051, PS Form 1357-S, PS Form 5052 and labels must be mailed to the National Customer Support Center address below.

Mail to the following address:

ATTN: CONFIRMATION SERVICES SUPPORT
 NATIONAL CUSTOMER SUPPORT CENTER
 UNITED STATES POSTAL SERVICE
 6060 PRIMACY PWY STE 101
 MEMPHIS TN 38188-0001

EMAIL your forms to: dconfirm@usps.gov or fax your forms to: 901-821-6244

9. After successfully completing certification, you will receive PS Form 3152, Confirmation Services Certification, and an acceptance letter from U.S. Postal Service. If requested, you will need to present a copy of this form to your local Postal Service Facility as proof that you are eligible for mailing at the electronic price.

The Confirmation Services Support Team provides technical support for the certification process, should you have any questions regarding the process you may call a member of the Confirmation Services Support Team at (877) 264-9693.

NOTE: Commercial prices are available for customers using permit imprint when a postal routing barcode matching the destination ZIP Code is on the mailpiece.

Forms Needed to Start

All forms needed for Confirmation Services are available at:
<http://www.usps.com/forms/confirmservices.htm>

PS Form 1357-S, (Customer) Request for Computer Access

Confirmation Service mailers who will send and receive data electronically will require access to the Postal Service database. We provide this access via a Logon ID and Password that is unique to each mailer. To receive this Logon ID and Password, you will need to submit PS Form 1357-S, (Customer) Request for Computer Access. This form may be submitted via email or fax to expedite the process.

PS Form 5051, Confirmation Services — Electronic Option Application

This is an administrative application used to establish mailers in the Confirmation Services database. Mailers applying to use Confirmation Services will complete the application and email it to the email address on the form, fax it to the number on the form, or mail the form to the address listed.

Mailers should include their Mailer ID (MID) that was obtained via the Business Customer Gateway.

PS Form 5052, Printer Certification Submission

If you will be printing your own barcoded labels, the labels will require testing and certification prior to using Confirmation Services. This will help ensure your labels may be correctly scanned by our automated equipment and our carriers using barcode scanners. The Confirmation Services Support Team will perform this testing. Use PS Form 5052 to accompany the sample labels you will send for testing. PS Form 5052 provides instructions on the quantity of labels, printer information, and other documentation you will need to provide. If you have any questions concerning PS Form 5052, please contact Confirmation Services Support at 877-264-9693.

Confirmation Services/eVS Barcoded Label Precertification Program

In June 2009, the Postal Service™ started offering mailers a new precertification process for Confirmation Services/eVS® barcoded labels. This precertification process will eliminate the need for qualified mailers to submit labels for certification before mailing. Currently, the Postal Service requires Confirmation Services/eVS customers to submit barcoded labels and files to Confirmation Services Support for testing and certification before mailing. Mailers provide 10 labels per printer that will be used to generate labels, and software vendors provide 100 labels per printer that will be used to generate labels. An analysis is performed on the labels to ensure that the barcodes can be scanned by Postal Service equipment. This process is performed in 1 to 2 business days from receipt of the labels. At the conclusion of the analysis, a pass or fail response is provided back to the customers at the conclusion of the analysis. Customers passing the minimum label requirements are “certified” in our account management system and tracking database. The customers can then begin shipping. Mailers and software vendors producing software that will be used either in-house or by their customers may qualify for the Confirmation Services/eVS Barcoded Label Precertification Program. Mailers and software vendors meeting this criterion will be referred to as “vendors.” This precertification process is specific to labels only and will allow new customers printing labels produced by the vendor’s software to be automatically “certified” after the Postal Service assigns a Mailer ID to the vendor’s customers. This will allow vendors to acquire new customers promptly, and allow them to begin mailing soon thereafter. To qualify, vendors must have multiple sites that mail a total of 10,000 or more pieces per month. The vendor’s files must be transmitted to and from one source, using the same file transfer method for which the vendor was approved. The vendor’s Master Mailer ID must be used in the Header Record of the file. The following procedures must be used to precertify barcoded labels produced by a qualifying vendor’s software. During a 30- to 60-day trial period, the Postal Service will validate the accuracy and compliance of the vendor’s barcoded labels. The duration of the trial period is contingent on the vendor’s past label quality as identified on the USPS Manually Keyed Label Report. Manually keyed labels are labels that bear a barcode that cannot be scanned by the Postal Service’s handheld scanners; therefore, the human readable numbers are manually entered. When this occurs, the potential exists for transposing digits, which results in lost visibility of the mailpiece. This report provides a listing of the vendor’s existing customers, how many labels were presented, how many labels were manually keyed, and the percentage of labels that were manually keyed. Prior to the expiration of the trial period, the vendor must provide the Postal Service with quality assurance procedures that ensure its software’s ability to produce barcoded labels within the Postal Service’s specifications (e.g., a letter to their customers informing them of the importance of printer maintenance, etc.).

Precertification Trial Period

The following procedures will be used for precertification of vendor software during the trial period:

1. Prior to the start of the trial period, the vendor must submit 100 Confirmation Services/eVS labels with a valid Mailer ID. Each class of mail and each service (e.g., Delivery Confirmation™ service, eVS, etc.) generated from its software must be represented in the 100-label sample. The sample labels must be submitted to Confirmation Services Support for evaluation.
2. Confirmation Services Support will notify the vendor and the USPS Shipping Information Systems organization of the label evaluation results. Upon successful label evaluation, Confirmation Services Support must:
 - a. Add the vendor profile to the account management system.
 - b. Add the vendor's customer's profile to the account management system, selecting the vendor's name in the account management system.
 - c. Enter comments in the account management system documenting the vendor's software name and Master Mailer ID indicating that the vendor's software successfully meets Postal Service requirements for the Confirmation Services/eVS Barcoded Label Precertification Program. The vendor's customer's labels will be automatically "certified" for Confirmation Services/eVS labels. If the labels submitted fail evaluation, the vendor must correct any problems identified and resubmit 100 label samples for evaluation until the labels pass.
3. The vendor must submit a separate completed PS Form 5051, Confirmation Services Electronic Option Application, to Confirmation Services Support for each new customer acquired during the trial period. The vendor or its customer completing the form must:
 - a. Indicate the vendor's name and the customer's name in Field 1 ("Company Name"). The first seven characters of the company name field must be the vendor's name (abbreviated if necessary), followed by the vendor's customer's name.
 - b. Select 7.b: "No Transmission Form This Site: Labels only."
 - c. Specify the printer type and the Mailer ID assigned to the new customer from the preassigned Mailer ID range in Field 11: "Please provide additional information unique to your process, or discuss other issues."
4. PS Form 5052, Printer Certification Submission, and physical labels are not required. Confirmation Services Support must enter profile information for the new customer using the specified Mailer ID in the account management system for each application and set the Mailer ID as "certified" for labels only. The customer may begin mailing on the next business day after the database has been updated.
5. The vendor's software must produce unique barcoded labels that will be monitored on the Duplicate Label Report (sample will be provided).
6. The Postal Service will monitor barcoded labels generated by the vendor's customers who have been precertified during this trial period to ensure the barcoded labels are being successfully scanned by USPS equipment. Scan rates are determined by using the USPS weekly Manually Keyed Label Report (sample will be provided). The Postal Service has determined that the acceptable successful scan rate is 98.5 percent during the 30- to 60-day trial period. No more than 1.5 percent of the vendor's barcoded labels can be manually keyed during this period. During the trial period, the vendor will be notified of any customer(s) falling below acceptable scan rates. The vendor must provide (and maintain) the Postal Service with a valid contact name for this purpose. The vendor must contact the customer to provide feedback to correct manually keyed labels within 5 business days. Customers whose labels fall below the acceptable scan rates are encouraged to work with Confirmation Services Support to identify and correct the issue(s). Failure to correct the manually keyed labels will result in termination of the trial period. Within 10 days of the start of the trial period, the vendor must provide the procedural steps to be used to notify its customers and the actions to be taken to correct

- the barcoded labels that fail Postal Service operational scanning. If, during the 30- to 60-day trial period, the scan rate has a significant negative trend, the Postal Service will collaborate with the vendor to assist in resolving any issues.
7. During the trial period, the vendor must notify the Postal Service's Shipping Information Systems organization and Confirmation Services Support of any version changes/upgrades made to its software system that may affect label generation.

At the conclusion of the 30- to 60-day trial period, the Postal Service will perform an analysis to determine if:

- The vendor's software consistently met the needs for barcode requirements,
- The measure of success will be at least a 98.5 percent scan rate for pieces mailed during the trial period,
- Duplicate labels are identified; and
- All vendors' customers are using the vendor's Mailer IDs.

Upon successful completion of the trial period, the vendor may be eligible to participate in the Postal Service's Confirmation Services Barcoded Label Precertification Program.

Precertification Program Participation

At the conclusion of the trial period, the Postal Service will provide the vendor with a monthly Manually Keyed Report. The vendor must identify customers that produce more than 200 labels per month and exceed 1.5 percent manually keyed. The vendor must work with customers who exceed 1.5 percent manually keyed to improve their label quality. Customers are encouraged to submit labels to Confirmation Services Support for courtesy checks so that the issues can be identified and corrected. The Postal Service will continue to monitor the monthly Manually Keyed Report. At the end of 1 year, the monthly Manually Keyed Report must demonstrate that no more than 5 percent of their customers producing more than 200 labels per month exceed 1.5 percent manually keyed. Failure to comply will result in a 1-month probationary period. At the conclusion of the month, label quality must improve, or, based on the extent of the poor label quality, the vendor will no longer be able to offer label precertification to new customers. New customers will be required to submit labels to Confirmation Services Support for analysis.

After the vendor has successfully met the criteria listed above during the 30- to 60-day trial period and elects to participate in the label precertification program, mailers will not be required to submit barcoded labels for certification, except as set forth above.

The Postal Service reserves the right to cancel this process and trial period at any time. For further details of the Confirmation Service Barcoded Label Precertification Program, please see this Publication and Publication 205, Electronic Verification System Business and Technical Guide.

Mailers/software vendors meeting the criteria, who are interested, may contact Confirmation Services Support at 877-264-9693 for assistance.

Vendor-Supplied Software for Shipping and Manifesting

To avoid software certification, there are numerous commercial vendors which have developed shipping and manifesting systems that meet Postal Service specifications for the electronic option. These vendors have successfully demonstrated the ability to meet these specifications and have received PS Form 3152, *Confirmation Services Certification*. (To see the current list of certified vendors, go to our Web site at www.usps.com and enter "certified vendors" in the search field. An advanced version of these shipping systems is called MAC Gold, and the use of a MAC Gold system allows you to bypass the electronic option certification testing. Your Shipping Services file and barcode labels are preapproved.) Simply complete the special MAC Gold application and send it as instructed on the form. Once your MAC Gold application is processed, you can ship with the Postal Service.

USPS Web Tools Application Program Interfaces (APIs)

The USPS Web Tools Application Program Interfaces (APIs) are a suite of services that allow your Web site, software application, or custom software implementation to gather shipping information and receive completed shipping labels (with Confirmation Services barcodes) in real time.

Registered users may build these interfaces into their Web site or software allowing them to integrate, the Postal Service's shipping/mailling services into e-commerce exchange. Chapter 3, section "USPS Web Tools" provides this information. Go to <http://www.usps.com/webtools> to register.

3 The Details

Shipping Services File Content

The Shipping Services File Formats are provided in the Chapter 5, Shipping Services File Format. You may choose to use only the required fields for Delivery Confirmation™ and/or Signature Confirmation™ service. Required fields are identified in the “Required Code” column of each table. If you choose to not populate all fields, be sure to maintain the full file layout including the optional fields. You simply will not populate the optional fields but will fill them with spaces or other default settings as defined in the “Content Rules and Limitations” column in the Shipping Services file format layout. The system does not perform edit checks on optional fields, so no warning or error messages will be issued for the optional fields.

The Shipping Services file consists of three distinct records: the Header Record (H1), Detail Record 1 (D1), and Detail Record 2 (D2). Shipping Services files must contain one Header Record followed by a Detail Record (D1) for each mailpiece in the mailing. Any number of D1 Records may be associated with a single header record in a file. The D2 Record is optional and is used only with specific types of mail. If you do not have a specific requirement to use D2 Record, we recommend you omit it. If a D2 Record is used, it must correspond with a D1 Record and must follow the associated D1 Record within the Shipping Services file — for example; H1, D1 D2, D1 D2, etc.

Header Record (H1)

The Header Record contains information about the mailer and the specific mailing, such as the date and time of mailing, a unique Electronic File Number, and an entry facility ZIP Code for that mailing. The Electronic File Number must not be repeated for a period of 180 days from first use for any Confirmation Service such as Delivery Confirmation service, Signature Confirmation service, Electronic Verification Service, Extra Services, or Express Mail Manifesting.

Detail Record (D1)

The D1 Record contains information specific to a single piece of mail including the Package Identification Code (PIC) or tracking number and the destination ZIP Code. Tracking number must be unique for 180 days from date of first use.

Each Confirmation Services PIC consists of the following:

- 2-digit Application Identifier (AI) “91.”
- 2-digit Service Type Code that denotes the products or class of mail and/or the service being used.
- 9-digit Mailer ID (MID)
- 8-digit Package Sequence Number.
- 1-digit MOD 10 check digit used to validate the entire PIC.

Your company’s nine-digit Mailer ID. All nonconforming nine-digit MID should have been changed to a new conforming nine-digit MID by January 31, 2011. If you have question pertaining to your Mailer ID, please contact Confirmation Services Support at 877-264-9693. For more information on Mailer ID see chapter 2 “Getting Started”, “Understanding the Mailer ID (MID)”.

Detail Record (D2) — Not Currently Required for Confirmation Services

The D2 Record contains information that may be used for accountable mail, domestic Hold for Pickup, and Express Mail International®.

Retrieving Confirmation Services Tracking Data

Information about your mailpieces is made available to you electronically in extract files. These are “comma-delimited” text files, and they contain two types of “events.” The first type of event is a Manifest Acknowledgment (MA), which is an “electronic receipt” representing each mailpiece you transmitted to the Postal Service in your Shipping Services file. These MAs will be presented in the next extract file after you have transmitted the Shipping Services file.

The other type of event is a scan event, which occurs any time a barcoded label on your mailpiece is scanned— i.e., when a carrier scans a mailpiece at the delivery point, when a package passes through an automated scanner in a Postal Service facility, or when the barcode on PS Form 3152, *Confirmation Services Certification*, or PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*, is scanned. Mailpieces may receive as many scan events in a single extract file as the mailpiece received since the previous extract file was generated. For example, an extract file could reflect an acceptance scan and a delivery scan in the same file.

You may view or download your extract files using the same transmission method you use to send your Shipping Services files. For FTP mailers, both modem and Internet users, the Postal Service servers will maintain 30 days of extract files in your account unless you choose to delete them from your account after downloading or viewing the files.

The extract file is a snapshot in time. Sixteen times daily, extract files are created and placed in your account as long as there is at least one record to provide back. The filename is DETEXTRO1.RPT.MMDDHHMM. See Table 6-1 for file layout specification.

Mailers using Electronic Data Interchange will receive the extract data in EDIINT AS2 formats. For information on EDIINT AS2 transaction sets, contact Confirmation Services Support at 877-264-9693.

Package information is available through the Track/Confirm API. For more information on this web service, and many more provided by the US Postal Service, visit www.usps.com/webtools.

Individual package information may also be found on the Postal Service Track & Confirm Web site at www.usps.com by inputting the Package Identification Code (referred to on the site as the “Label/Receipt Number”).

Signature Confirmation service is presented in the same manner as above. Additionally, the recipient’s last name and first initial will be provided in text format in the extract file. If an actual copy of the signature is required, the mailer may request a copy on the Postal Service Track & Confirm Web site at www.usps.com or by calling the Postal Service toll-free number at 800-222-1811. The copy will be sent via e-mail, fax, or mail at the mailer’s choice. Copies of signatures are also provided through the Bulk Proof of Delivery (BPOD) program.

NOTE: Confirmation Services electronic mailers and their customers may not use the Postal Service toll-free number to track or confirm their mailpieces. The price structure for electronic Confirmation Services mailpieces provides for delivery/signature data to be provided in the above-mentioned extract files and/or via www.usps.com.

Integrating the Package Identification Code (PIC) for Online Tracking

Mailers who have a Web presence and/or provide their customers a link to tracking their order may consider integrating the Package Identification Code (PIC) into a Uniform Resource Locator (URL). Using the Postal Service's Delivery/Signature Confirmation service, this integration will allow the end user to simply click on the link and bring up the status of the package from the Track/Confirm function in the Product Tracking System Database. The URL may be configured to represent the Package Identification Code, an order number, or any other meaningful representation on a website. It may also be used in the body of an email.

The following is the URL to be used for this purpose:

<http://trkcnfrm1.smi.usps.com/PTSIInternetWeb/InterLabelInquiry.do?origTrackNum=xxxxxxxxxxx>
xxxxxxxxxx (x represents your tracking number).

Confirmation Services Confirmation/Error/Warning Report

When transmitting the Shipping Services file to the Postal Service for Confirmation Services, you will be connecting to one of our servers, either via the Internet or through a modem or an EDI/INT AS2 connection. The file will then be passed to a mainframe computer for processing. To be certain that your file was received and processed, we request that after you transmit your Shipping Services file you wait one hour, then reconnect to your Postal Service account and view or download the Confirmation/Error/Warning Report.

You may choose to receive Confirmation/Error/Warning report in either a Report Format (Default) or Data Format. Your Postal Service account must be established with the method you choose to receive the file. The format for the data file is shown in Tables 6-2 and 6-3 in chapter 6, and an example of the Report Format is shown in Exhibit 3-1. The filename is ERRWRNO1.RPT.MMDDHHMM.

The Confirmation/Error/Warning report will verify that your file was successfully transmitted and that the data quality of the file was acceptable. If the Shipping Services file contains edit errors or edit warnings, these will be listed as well as summary information including how many records in the file were read and how many contain errors or warnings. This is very important as even one error in the Header Record will cause the entire file to be rejected. If there are errors, you may correct the errors and retransmit the file or make corrections and send a new file.

Errors in a D1 Record will cause that record alone to be rejected and, if not corrected, delivery information about that mailpiece will be unavailable in the customer extract file.

NOTE: If your Shipping Services file contains D2 Records and the corresponding D1 Record is rejected, the D2 Record will also be rejected. Errors in only D2 Record will not reject the corresponding D1 Record.

Corrections to errors in D1 Record may be made and then the corrected file transmitted, ensuring the Header Record remains exactly as it was sent originally, or you may correct the errors and include the corrected records in a new file.

Corrections should ideally be resubmitted as soon as possible, usually within 24 hours, to ensure receipt of all of your delivery information.

Edit warnings do not cause your Shipping Services file or individual records to be rejected; however, you should address these warnings and make corrections for future Shipping Services file transmissions.

NOTE: Confirmation Services customers whose barcoded labels have not been transmitted to the Postal Service in a Shipping Services file will not receive any delivery information in their extract files or via the Web Tools API. The delivery carrier will still deliver the package and scan the barcode as delivered, but this information will be withheld pending receipt of the Shipping Services file. If mistakenly or accidentally a Shipping Services file is not sent, it should be transmitted to the Postal Service as soon as possible. This will then "release" any delivery information about the packages represented by that file.

Exhibit 3-1: Confirmation/Error/Warning Report - Report Format

REPORT: CBD514C0	CONFIRMATION/ERROR/WARNING REPORT	DATE: 04/02/2008
		TIME: 02:04:58
MAILER: 969008726	ENTRY FACILITY: 93940	
E-FILE: 000000025	MAILING DATE: 04/02/2008	
RECEIPT DATE: 04/02/2008		
RECEIPT TIME: 02.03.29		

ENTIRE ELECTRONIC FILE REJECTED DUE TO HEADER RECORD ERROR		

RECORDS READ:	000000003	
RECORDS REJECTED:	000000003	
TOTAL RECORDS ACCEPTED:	000000000	
#D1 RECORDS ACCEPTED:	000000000	
#D2 RECORDS ACCEPTED:		
ERR/ E-FILE		
WRN	LINE NO.	PIC/E-FILE NUMBER ERROR FIELD ERROR MESSAGE
E	000000001	HEADER RECORD P CUSTOMER PENDING FOR TRACKING

USPS	PRODUCT TRACKING SYSTEM	PAGE: 1
REPORT: CBD514C0	CONFIRMATION/ERROR/WARNING REPORT	DATE: 04/02/2008
		TIME: 01:08:45
MAILER: 969008726	ENTRY FACILITY: 96820	
E-FILE: 030008086	MAILING DATE: 04/01/2008	
RECEIPT DATE: 04/02/2008		
RECEIPT TIME: 01.07.28		
RECORDS READ:	000000340	
RECORDS REJECTED:	000000000	
TOTAL RECORDS ACCEPTED:	000000340	
#D1 RECORDS ACCEPTED:	000000339	
#D2 RECORDS ACCEPTED:		
ERR/ E-FILE		
WRN	LINE NO.	PIC/E-FILE NUMBER ERROR FIELD ERROR MESSAGE

Payment Extract File

The eVS Postage Payment Extract file contains all of the header records submitted by the eVS mailer along with the associated detail records. Multiple header records may be combined in a single extract file. A partial group of detail records associated with a single header record may also be sent in multiple extract files. This grouping may not match the consolidated manifest files submitted by the mailer due to the timing and processing of the manifest data by the tracking and payment systems. Mailers may indicate their preference to receive:

1. No payment extract
2. Complete payment extract
3. Partial payment extract (without any postage fields).

NOTE: eVS Mailers should contact Confirmation Services Support at 877-264-9693 to have the Postage Extract Format Indicator set.

The eVS Postage Payment Extract files will contain all rate ingredients reflecting any updates or changes made by eVS along with the postage rate calculated and charged by eVS. The payment life cycle in eVS typically processes the payment for all manifest data received as a one-step process. Hence, a single payment extract reflecting the payment status of "PROCESSED" will be generated by eVS. However, in exceptional scenarios, the payment process may involve multiple or interim steps (i.e. ERROR, PENDING, CLOSED). In these exceptional scenarios, multiple payment extracts may be generated by eVS any time a change in status occurs for payment of specific detail records.

See Table 6-4 and 6-5 for file layout specifications.

File naming convention

The payment system (eVS) will generate the status and payment extract files using the following naming convention. These files will be sent to the tracking system (PTS) to be forwarded on to the appropriate mailers. The file names received by the mailers may not match this convention depending on the data exchange interface (SFTP, EDIINT AS2, etc.) used for the transfer.

File Type	Naming Standard/Example	Corresponding PTS Manifest file
eVS Postage Extract - Complete	eVSPaymentComplete-MID-YYMMDD#####.pse example: eVSPaymentComplete-010101010-20091028123456.pse	PTSManifest-20091028123456.raw PTSManifest-20091028123456.cew
eVS Postage Extract - Partial	eVSPaymentPartial-MID-YYMMDD#####.pse example: eVSPaymentPartial-010101010-20091028123456.pse	PTSManifest-20091028123456.raw PTSManifest-20091028123456.cew

Mixed Mail Shipping Services file for PC Postage Mailers

PC Postage mailers now have the ability to consolidate several different classes of mail in one Shipping Services file for online prepaid labels. In combination with PS Form 5630, *Shipment Confirmation Acceptance Notice* (SCAN), certified PC Postage mailers may create a new Shipping Services file — File Type "E," Mixed Classes — that supports the following classes of mail: First-Class Mail parcels, Express Mail, Priority Mail, Parcel Post®, Bound Printed Matter, Library Mail, Media Mail®, Global Express Guaranteed®, Express Mail International, Priority Mail International®, and First-Class Mail® International. As with other Shipping Services files, the Postal Service will create a manifest acknowledgement (MA) event for each mailpiece contained in the File Type "E" after the mailer makes the successful transmission to the Postal Service.

Forms Used When Entering Mail

PS Form 3152, Confirmation Service Certification

PS Form 3152 serves multiple purposes. The primary function is to verify that a mailer has successfully completed testing for Confirmation Services and is authorized to mail using Confirmation Services at the electronic prices. A signed original PS Form 3152 is provided to mailers by Confirmation Services Support at the successful completion of this testing. The mailer should maintain this original on file in case a copy is requested by a Postal Service facility where mail is tendered.

Mailers may also use PS Form 3152 to receive an “electronic acceptance” record for their mail by printing a barcode on PS Form 3152 that represents the Electronic File Number for the mailpieces that are being tendered at the Postal Service facility. This electronic acceptance will be provided in the mailer’s daily extract files shown as an event code “TM – Shipment Acceptance.” Additionally, if a mailpiece tracking number is queried on the Postal Service Track & Confirm Web site or through the USPS mobile application, this electronic acceptance is shown as an event called “acceptance” with the date, time, city, state, and ZIP Code where the scanning of the PS Form 3152 barcode took place. This electronic acceptance ties in the actual date and time of tendering the mail with the electronic records the mailer sent in the Confirmation Services Shipping Services file. If the mailer is unable to print the barcode on PS Form 3152, the Electronic File Number may be written by hand, ensuring the complete number is used.

PS Form 5630, Shipment Confirmation Acceptance Notice (SCAN)

Online mailers who submit a Shipping Services File have the ability to create a PS Form 5630 that represents a group of prepaid PC Postage packages. PS Form 5630 includes a barcode that is the representation of the Electronic File Number from the Shipping Services File. PC Postage mailers must complete the certification process for PS Form 5630, Shipping Services file format before tendering mailings under this program, and the Postal Service will reject any files submitted by unregistered users. As with other Shipping Services files, the Postal Service will create a manifest acknowledgement (MA) event for each mailpiece contained in the file after the mailer makes the successful transmission to the Postal Service.

PS Form 8125, Plant-Verified Drop Shipment (PVDS) — Verification and Clearance

Mailers using drop shipments that include Confirmation Services mailpieces are encouraged to print a barcode representing the Electronic File Number on PS Form 8125. The barcode label must include the text “USPS SCAN” above the barcode and bold bars above and below the barcode. The “Comment” section in the lower right-hand corner of PS Form 8125 has been designated as the location for this barcode, and this area must not be used for any other type of barcode. The Postal Service facility will scan the barcode with the acceptance of the drop shipment. This electronic acceptance will be provided in the mailer’s extract files shown as an event code “TM – Shipment Acceptance.” Additionally, if a mailpiece tracking number is queried on the Postal Service Track & Confirm Web site or through the USPS mobile application, this electronic acceptance is shown as an event called “Shipment Acceptance” with the date, time, city, state, and ZIP Code where the scanning of the PS Form 8125 barcode took place. This electronic acceptance ties in the actual date/time of tendering the mail with the electronic records the mailer sent in the Confirmation Services Shipping Services file.

This process is applicable to all variations of PS Form 8125, which include the following:

- PS Form 8125, Plant-Verified Drop Shipment (PVDS) — Verification and Clearance.
- PS Form 8125-C, Plant-Verified Drop Shipment (PVDS) — Consolidated Verification and Clearance.
- PS Form 8125-CD, Plant-Verified Drop Shipment (PVDS) — Consolidated Verification and Clearance — DSMS.

Tracking “Processing” Your Mailpieces

Mailers who want to receive tracking information about their mailpieces as they move through our processing facilities may print on their shipping label a barcode that will provide a “processed” scan. Our automated scanners will provide this information on packages as they are processed at the Postal Service processing facilities. This service is available with Priority Mail, First-Class Mail Parcels, Package Services and Standard Mail Parcels. There is no charge for the processed scan information. The information for this type of mailpiece is provided in the extract files only and cannot be viewed using the Track & Confirm Web site.

The barcode content is similar to Confirmation Services barcodes. The Service Type Code used within the barcode is “56.” The barcode must be placed on the address label itself or must be on the same side of the package as the address label. The barcode is subject to the Barcode Certification Process in this document.

The barcoded label may contain the horizontal identification bars and the human-readable barcode representation if required by the mailer for internal purposes. An eVS 56 Label must include the human readable information text above the barcode: “ZIP - eVS” or “ZIP – e-VS”. Only Service Type Code “56” may be used within the passive barcode.

Shipping Partner Event Codes

The Postal Service has additional Event Codes that allow shipping partners and other mailers to provide their customers with the shipment status of their packages prior to the Postal Service receiving the packages or receiving the Confirmation Services Shipping Services file. This added visibility lends assurance that a mailpiece is on its way to them.

Shipping partners create a file of event data captured at their facilities and transmit the file to the Postal Service. This event information will then be available to customers on the Track & Confirm Web site, through the USPS mobile application, or the Track/Confirm API. The Shipping Partner file layout is defined in Table 5-4: Shipping Partner Event Header Record and Table 5-5: Shipping Partner Event Detail Record.

NOTE: The shipping partner event codes are not provided back in the extract files.

The file transmitted to the Postal Service will consist of Shipping Partner Event Codes as well as the date, time, and location of each event. The Event Codes and their descriptions are as follows:

- Event Code 80: Picked up by shipping partner.
- Event Code 81: Arrived shipping partner facility.
- Event Code 82: Departed shipping partner facility.

Mailers who choose to use the Shipping Partner Event Codes must comply with the following requirements:

- Commercial software vendors who plan to incorporate the Shipping Partner Event Codes into their shipping/manifesting software must have their Shipping Partner Event Code files certified by Confirmation Services Support.
- Mailers previously certified for Delivery Confirmation/Signature Confirmation services must notify Confirmation Services Support at 877-264-9693, that they intend to use Shipping Partner Event Codes. This ensures that the customer’s account is properly configured.

NOTE: Mailers not specifically configured for using Shipping Partner Event Codes will be unable to transmit the required files or obtain information about the event codes.

- Customers who are not currently certified for Delivery Confirmation and/or Signature Confirmation services and who also want to use the Shipping Partner Event Codes must go through the certification process outlined in the “Electronic Price Qualification for Confirmation Services” section in Chapter 2. They should indicate their desire to use the Shipping Partner Event Codes while they are in the certification process for Confirmation Services.
- Confirmation Services Support will work closely with mailers regarding the technical specifications.

USPS Web Tools™

USPS Web Tools — Application Program Interfaces (APIs) for Confirmation Services

The USPS Web Tools is a set of Application Program Interfaces (APIs) that has been created for our customers to use in a variety of ways to make it easy to use the Postal Service for e-commerce and electronically enhanced mailing/shipping. These APIs are primarily for use in a transactional “one-by-one” or real-time fashion when implemented into Web site shopping carts, call center/customer care software applications, small shipping/mailroom applications, etc. We want to make it easy for you to use the Postal Service for your shipping needs (and your customers’ needs).

The USPS Web Tools API communicates across the Web (via HTTP) in extensible Markup Language (XML). By using simple XML text transmissions between your servers/applications and our API, these tools make it easy for your programmers (or you) to provide fast and accurate Postal Service shipping information without sending your customers or staff to another Web site.

Getting Started With USPS Web Tools

The USPS Web Tools Web site at www.usps.com/webtools provides unregistered readers access to the user and technical guides. After registering on the Web site, you will receive a User Name and Password in an email. Sample implementations are included in the technical guides. Programming is required — the Postal Service does not provide the communication/parsing module for your PC/server/application. Although there are many APIs available, there are two main Web tools that support Confirmation Services: Track & Confirm and Delivery Confirmation™ Services Labels/Barcoding.

Track & Confirm API

Simply by using Delivery Confirmation or Signature Confirmation, you and your customers can check the delivery status of any Priority Mail, First-Class Mail parcel or Package Services parcels (including Parcel Post®, Media Mail, and Library Mail) you ship. This API also supports packages mailed by Express Mail service. The API immediately returns delivery information, including the date and time of delivery, ZIP Code, and whether the delivery was made, attempted, forwarded, or returned. The system allows up to ten unique numbers/inquiries at a time per information request.

Labeling/Barcoding API

Ideal for small-volume shippers, our Delivery Confirmation and Signature Confirmation service APIs allow you to generate a barcoded shipping label for Express Mail, Priority Mail, First-Class Mail parcels, and Package Services parcels — including Parcel Post, Media Mail, Library Mail, and Bound Printed Matter. When you send us the API request and required shipping information, we return the completed address label with sender’s address, delivery address, and Confirmation Services barcode. You need to provide only the postage on the label. Further, these barcoded

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labels may be mailed at the “electronic option” price. This means that you receive a reduced price for the Confirmation Services fee (for current fees, visit www.usps.com). Optional features for this API include a post-date request and e-mail notification to the recipient.

Further Information and Assistance with USPS Web Tools API

If you would like further information regarding the use and implementation of these Postal Service shipping/mailling interfaces, please visit our Web site or contact our Internet Customer Care Center:

- USPS Web Tools Web site: <http://www.usps.com/webtools>
- USPS Web Tools e-mail address: webtools@email.usps.gov
- USPS Internet Customer Care Center: 800-344-7779

4 Labels and Barcodes

Barcode Symbolologies

Confirmation Services uses a standardized barcode to uniquely identify mailpieces and to designate the type of service being requested. Using a Package Identification Code (PIC), commonly called a tracking number, will uniquely identify all Confirmation Services mailpieces. The PIC is printed in barcode and human readable format on the label, and it must be unique and must not be repeated for 180 days from the date of first use. The use of these barcodes in this format is only for electronic price Delivery Confirmation and Signature Confirmation and may not be used for other purposes such as a mailer's internal routing. The passive enroute barcode (Service Type Code 56) may be used when Delivery Confirmation and Signature Confirmation is not required. The Merchandise Return Service (Service Type Code 84) may be used when Delivery Confirmation and Signature Confirmation is not required.

Only barcodes with symbology of GS1-128 may be used.

There are three barcode label options:

1. You may print the labels yourself or use an API from www.usps.com/webtools.
2. You may have an independent print shop print the labels for you.
3. You may order, at no cost, preprinted Delivery Confirmation and Signature Confirmation labels directly from the Postal Service. After your initial order of labels, you may reorder from the Postal Service fulfillment center at 800-222-1811, option 4.

Barcode and Label Placement

Barcode Placement on Address/Shipping Label

Mailers printing their own barcoded labels should allow adequate space between the Confirmation Services barcode and any other barcodes used on their label. This will help to ensure that our carriers identify the correct Confirmation Services barcode and do not scan a barcode placed for some other purpose.

Label Placement on Package

Missing or improperly applied labels can cause scanning problems and potentially reduce the information we can provide you.

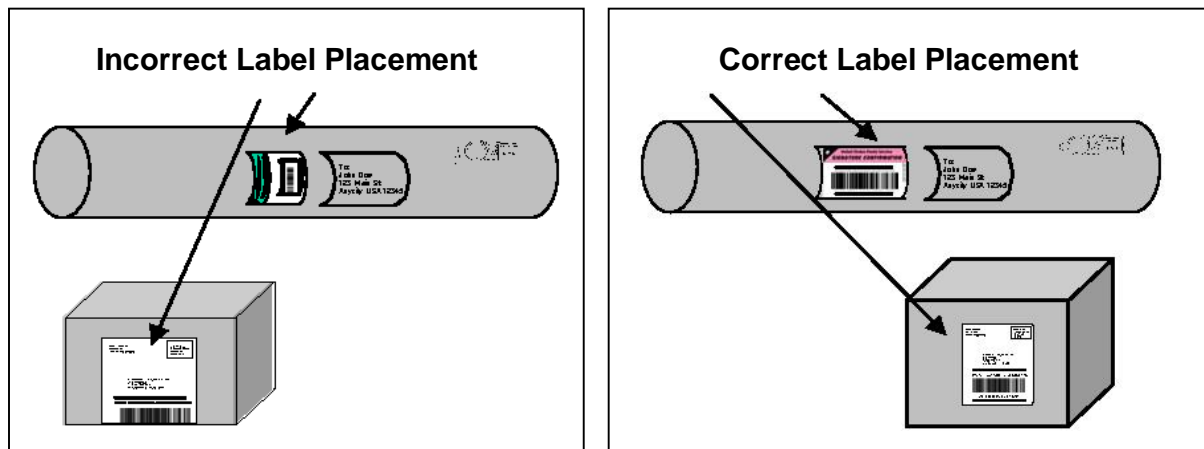
Always place the label fully on the address side of the package without overlapping the side or any other label.

If using a Postal Service preprinted label, place it to the left of the delivery address, with less than 0.5 inch between the label and the address. This will help to ensure that the carrier sees the barcode label.

Similarly, place a customer-printed Confirmation Services barcode label that is separate from a prepared address label on the same side of the package as the address label.

Do not cover the barcode label with tape or plastic wrap. Barcode scanners cannot read through some plastic-wrap labels or those that are bent or wrapped around a package. Exhibit 4-1 depicts the correct and incorrect label placement on a package.

Exhibit 4-1: Label Placement



Barcode Specifications

The barcoded label on Confirmation Services mailpieces must meet, at a minimum, the specifications outlined and illustrated below in Exhibit 4-2.

Exhibit 4-2: Barcode Specification

NOTE: The barcode label depicted below is for **illustration** purposes only.



All other barcode elements must be in accordance with Domestic Mail Manual section 708.5.

Print Quality Requirements

Printer Resolution	
✓	<p>The USPS recommends a printer with a minimum resolution of 203 dots per inch (dpi) for printing the Barcode.</p> <p>✱ Dots per inch is a measure of a printer's resolution, in particular it is the number of individual dots that can be produced within a linear 1-inch (2.54 cm) space.</p>

Reflectance / Symbol Contrast	
✓	<p>The mailer shall print the barcode on a substrate (e.g., shipping label) which is uniform in color.</p> <p>✱ Barcode scanning equipment responds to differences between light reflected from the darkest bar and lightest space within barcode symbols, including quiet zones.</p> <p>✱ Reflectance shall be measured on an USPS-specified reflectance meter or barcode verifier.</p>
✓	<p>When measured in the red spectral range between 630 nanometers and 675 nanometers, the minimum white bar (space) reflectance (Rs) must be greater than 50 percent, and the maximum bar reflectance (Rb) must be less than 25 percent.</p>
✓	<p>The minimum print reflectance difference (Rs – Rb) is 40 percent.</p> <p>✱ The measurements will be made using a Postal Service–specified reflectance meter or a Postal Service approved barcode verifier.</p>
Barcode Quality	
✓	<p>At least 70 percent of the barcodes in each mailing shall have an overall symbol grade of “B” or better when measured with the appropriate aperture size in the red spectral range between 630 nanometers (nm) and 675 nm.</p> <p>The remainder shall measure no less than a Symbol Grade of “C”.</p> <p>✱ Specified symbol grades are based upon the ISO/IEC 15416 Barcode Print Quality Guideline (formerly INCITS 182) which recommends a method of measuring the quality parameters of printed barcode symbols.</p>
✓	<p>✱ The different symbol grades indicate print quality. Only the use of the appropriate aperture for the specific X-dimension of the barcode symbol under consideration will guarantee that the grade obtained from measurement of this symbol is the correct grade according to the ISO/IEC 15416 specified methodology.</p> <p>The mailer shall use a 10-mil aperture (0.250 mm) when measuring barcodes printed with X-dimensions between 0.013 and 0.021 inches (13 – 21 mils).</p>

Physical Barcode Requirements

Dimension	
✱	A barcode's X-dimension is the nominal width of the narrowest bar or space element within the barcode. X-dimensions are typically measured in mils. One mil is equal to 1/1,000 of an inch.
✓	The mailer shall print the barcode with an X-dimension measuring between 0.013 inch (13.0 mils) and 0.021 inch (21.0 mils).
✓	X-dimensions ranging from 0.015 to 0.017 inch inclusive are preferred.
✓	The X-dimension shall remain constant throughout the barcode symbol and not vary

Barcode Length	
✓	The overall length of the barcode is a function of the number of characters encoded and the X-dimension used.
Barcode Height	
✓	The overall minimum height of the barcode shall measure at least 0.75 inch.

Barcode Identification and Layout Requirements

Human Readable Text	
✓	The text above the barcode must contain the appropriate Extra Service which is listed in Table 9-1. Electronic Verification System (eVS) customers will still include “eVS” either before or after the Service Banner Text (e.g. USPS DELIVERY CONFIRMATION eVS or eVS UPS DELIVERY CONFIRMATION).
✓	Text height minimum of 0.09 inch.
✓	Bold, Sans serif type (e.g., Helvetica or Arial)
✓	Centered horizontally above the barcode. Human-readable text cannot extend beyond the length of the identification bars.
✓	All uppercase using standard spacing.
✓	Printed at a minimum, 0.125 inch above the barcode but not more than .025 inch above the barcode.
✓	Printed at a minimum, 0.031 inch below the identification bar.
Human Readable Number	
✓	Text height minimum of 0.09 inch.
✓	Bold, Sans serif type (e.g., Helvetica or Arial)
✓	Centered horizontally below the barcode. Human-readable numbers cannot extend beyond the length of the identification bars.
✓	Printed at a minimum, 0.125 inch below the barcode but not more than .025 inch below the barcode.
✓	Printed at a minimum, 0.031 inch above the identification bar.

Parsing	
✓	For all labels (non-concatenated and concatenated), the human-readable representation of the barcode must be parsed in groups of four with any remaining digits grouped at the end. For example: 9101 0296 9008 7260 0395 21
✓	For a concatenated barcode, all elements of the barcode must be displayed in human-readable text below the barcode. For current and future automated mail processing purposes, the Postal Service prefers that all mailers include a routing ZIP Code on their package labels and also prefers the use of a concatenated barcode format. (Postal Service routing codes are required for Standard Mail and Package Services parcel barcodes.) For example: 420 22030 9101 0296 9008 7260 0395 21
Identification Bars	
✓	A minimum clear space of 0.031 inch above the human-readable text of the barcode to distinguish the Confirmation Services barcode from other information on the shipping label
✓	A minimum clear space of 0.031 inch below the human-readable representation of the barcode to distinguish the Confirmation Services barcode from other information on the shipping label
✓	Must be centered horizontally above/below the barcode.
✓	The line length at a minimum can extend to the barcode and horizontal clearance. The line length at a maximum can be the entire width of the label.
✓	At a minimum 0.031 inch thick.
✓	At a maximum 0.063 inch thick.
ZIP Code Identifier Text	
✓	The word "ZIP" must be printed above the barcode, <ol style="list-style-type: none"> 1. Left-justified 2. A hyphen to separate the text.
✓	The word "ZIP" must be printed <ol style="list-style-type: none"> 1. Left of the barcode 2. 0.09 inch high or larger 3. Bold, Sans Serif Type 4. The clear zone between the end of the word "ZIP" and the beginning of the barcode must be maintained. <ol style="list-style-type: none"> a. The clear zone must be no less than 10 times the average narrow bar or space element width and b. No more than 0.5 inch to the left of the barcode.

Quiet / Clear Zone Requirements

Horizontal Barcode Quiet / Clear Zone	
✓	A clear space measuring at least 10 times the X dimension shall be maintained immediately to the left and right of the barcode. No text, images, or other markings shall appear in this area.
✓	A minimum left/right clear zone of 0.25 inch is recommended.
Vertical Barcode Quiet / Clear Zone	
✓	A clear zone measuring at least 0.125 inch shall be maintained directly above the barcode. No text, images, or other markings shall appear in this area.
✓	A clear zone measuring at least 0.125 inch shall be maintained directly below the barcode. No text, images, or other markings shall appear in this area.

Documentation

Copies of ANSI documents may be obtained by visiting their website at <http://global.ihs.com> or by writing to:

GLOBAL ENGINEERING DOCUMENTS
ATTN: CUSTOMER SERVICE DEPARTMENT
15 INVERNESS WAY EAST
ENGLEWOOD, CO 80112

Requests for permission to reproduce ISO documentation should be addressed to ISO's member body in the country of the requestor or the following address:

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Further information is available at the ISO web site: www.iso.org

Copies of GS1 documents may be obtained by visiting the website at www.gs1.org or from the Global Office Address at:

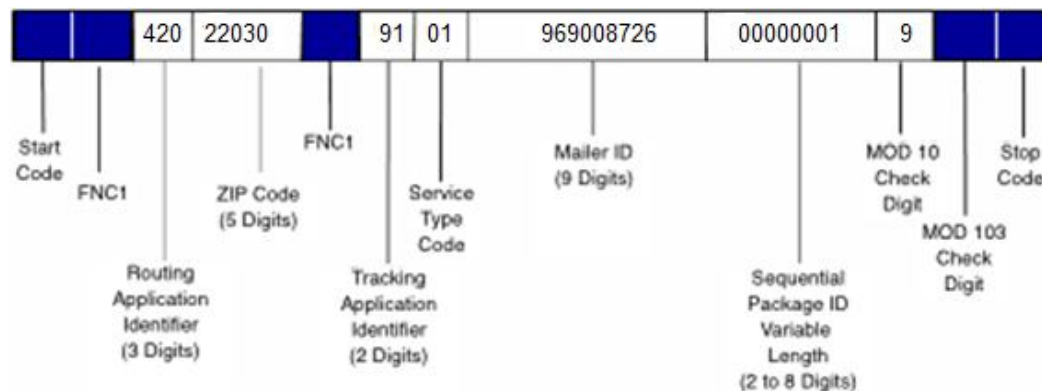
GS1
PRINCETON PIKE CORPORATE CENTER
1009 LENOX DRIVE, SUITE 202
LAWRENCEVILLE, NEW JERSEY 08648

Barcode Elements

Barcode Elements

Data (Shown in Human-Readable Representation)	Overhead
	Start Code
	Function One
Routing Application Identifier	
Destination ZIP Code	
	Function One
Tracking Application Identifier	
Service Type Code — 2-digit	
Nine-digit Mailer ID (Must start with '9')	
All nonconforming nine-digit MIDs should have been changed to a new conforming nine-digit MID by January 31, 2011. If you have questions pertaining to your Mailer ID, please contact the Confirmation Services Support at 877-264-9693. For more information on Mailer ID see chapter 2 “Getting Started”, “Understanding the Mailer ID (MID)”.	
Variable-Length Sequential Package ID — 8 digits	
Fixed-Length Sequential Package ID – 8 Digit if eVS	
MOD 10 Check Digit	
	MOD 103 Check Digit
	Stop Code

Exhibit 4-3: GS1-128 Elements



GS1-128 must be printed within Subset C.

Start Code

The barcodes must begin with a Symbol Start Code. The start character is not shown in the human-readable barcode representation, nor is it manually keyed or transmitted.

Function One (FNC1)

The FNC1 numeric character must follow the symbol start character and is part of the symbology overhead. The FNC1 is also used to concatenate successive barcode symbols and must precede an Application Identifier. The FNC1 character is *not* shown as part of the human-readable barcode representation, nor is it manually keyed or transmitted as data.

Routing Application Identifier (AI)

This is a code used within GS1-128 that identifies this as a Postal Service barcode. The application identifier, used with the concatenated version, is “420.” This must be shown as part of the human-readable barcode representation. Do not enclose the “420” in parentheses.

Destination ZIP Code or ZIP+4 Code

This is the 5-digit destination ZIP Code or ZIP+4 code of the package. Only the 5-digit ZIP Code must be shown in the human-readable barcode representation.

Function One (FNC1) – Same as above

Tracking Application Identifier (AI)

This is a code used within GS1-128 that identifies this as a Postal Service barcode. The tracking application identifier (used in both the concatenated and non-concatenated versions) is “91.” This must be shown in the human-readable barcode representation. Do not enclose the “91” in parentheses. The exception to the rule is for Express Mail Open and Distribute. For more information see the section on Express Mail Open and Distribute Service.

Service Type Code (STC)

Service Type Codes (STCs) are 2-digit designators used to represent Postal Service classes of mail in conjunction with the service requested. STCs are included in the Confirmation Services barcode to identify the products or Class of Mail and/or type of Extra Services included on that specific mail item. This must be shown as part of the human-readable barcode representation. *The Service Type Codes for Delivery Confirmation and Signature Confirmation are designated for use with these services only and should not be used for other purposes.* See Table 9-1 in chapter 9. The exception to the rule is for Express Mail Open and Distribute. For more information see the section on Express Mail Open and Distribute Service.

Nine-digit Mailer ID (MID)

The Nine-digit Mailer ID identifies the customer within the Package Identification Code (PIC or tracking number) in the barcode on the mailpiece and in the Electronic File Number. The mailer identification (MID) number must begin with the number “9” when the MID contains nine digits. Some customers currently use nine-digit MIDs that do not conform to this rule.

All nonconforming nine-digit MIDs should have been changed to a new conforming nine-digit MID by January 31, 2011. If you have questions pertaining to your Mailer ID, please contact the Confirmation Services Support at 877-264-9693. For more information on Mailer ID see chapter 2 “Getting Started”, “Understanding the Mailer ID (MID)”.

Package Sequence Number

Customers normally assign an 8-digit package sequence number, though the string of numbers may be a variable length field of 2–8 digits. Electronic Verification System (eVS) customers must assign an 8–digit package sequence number. This string of numbers must be a fixed length field of 8 digits including leading zeros using the GS1-128 symbology. This must be shown as part of the human-readable barcode representation. The exception to the rule is for Express Mail Open

and Distribute, the serial number is 7-digits. For more information see the section on Express Mail Open and Distribute Service.

MOD 10 Check Digit

A check digit is a digit added at the end of a sequence of numbers that validates the authenticity of the number. See the section titled “Calculating the MOD 10 Check Digit” later in this chapter. This must be shown as part of the human-readable barcode representation.

MOD 103 Check Digit

The MOD 103 check digit is neither shown in the human-readable barcode representation, nor is it manually keyed or transmitted.

Stop Code

All barcodes must end with symbol stop code. The stop character is neither shown in the human-readable barcode representation, nor is it manually keyed or transmitted.

ZIP Code Identifier for Concatenated Barcodes

Concatenated barcodes (i.e., barcodes containing both the standard Package Identification Code used for tracking and the Postal Service routing code) must include the word “ZIP” printed on the barcode label in addition to the human-readable requirements. No other information should be put in the barcode area. This ensures that a package requiring forwarding or returning is routed correctly and not resent to the Postal Service routing code (ZIP Code) that is part of the concatenated barcode.

As shown in Exhibit 4-4, one of the following two options must be incorporated:

Exhibit 4-4: ZIP Code Identifier for Concatenated Barcodes

NOTE: The barcode label depicted below is for **illustration** purposes only.

ZIP - USPS DELIVERY CONFIRMATION



420 20260 9101 0268 3733 1000 0010 16

USPS DELIVERY CONFIRMATION



420 20260 9101 0268 3733 1000 0010 16

Calculating the MOD 10 Check Digit

Calculating the MOD 10 Check Digit for the Package Identification Code (PIC)

Example, assume the PIC is **9101 9690 0872 6000 0000 19**, and consists of:

Description	Number of Digits	Numbers
Application Identifier	2	91
Service Type Code	2	01
Nine-digit Mailer ID (Must start with '9') All nonconforming nine-digit MIDs should have been changed to a new conforming nine-digit MID by January 31, 2011. If you have questions pertaining to your Mailer ID, please contact the Confirmation Services Support at 877-264-9693. For more information on Mailer ID see chapter 2 "Getting Started", "Understanding the Mailer ID (MID)".	9	969008726
Sequential Package ID	8	00000001
MOD 10 check digit	1	9
Total Number of Digits	22	

The MOD 10 check digit is calculated using the following steps:

Step 1: Set up a two-row matrix, labeled 1 through 22; 1 being the most significant position in the matrix (i.e., the right-most position). Starting from the least significant position of the matrix (position 22), copy each digit of the PIC all the way to position 2 (excluding the position of the check digit shown in the example below by a "?").

Position	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
PIC	9	1	0	1	9	6	9	0	0	8	7	2	6	0	0	0	0	0	0	0	1	?

Step 2: Starting from position 2 of the matrix, add the values in the even-numbered boxes.

Position	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
PIC	9	1	0	1	9	6	9	0	0	8	7	2	6	0	0	0	0	0	0	0	1	?

For the example: $1 + 0 + 0 + 0 + 6 + 7 + 0 + 9 + 9 + 0 + 9 = 41$

Step 3: Multiply the result of step 2 by 3. For the example: $41 \times 3 = 123$

Step 4: Starting from position 3 of the matrix, add up the values in the odd-numbered boxes, skipping position 1 because it is the position of the check digit.

Position	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
PIC	9	1	0	1	9	6	9	0	0	8	7	2	6	0	0	0	0	0	0	0	1	?

For the example: $0 + 0 + 0 + 0 + 2 + 8 + 0 + 6 + 1 + 1 = 18$

Step 5: Add up the results for steps 3 and 4. For the example: $123 + 18 = 131$

Step 6: The check digit is the smallest number which, when added to the result obtained through step 5, gives a number that is a multiple of 10.

For example:

$$131 + X = 140$$

$$X = 9$$

NOTE: The dimension of the matrix (the number of cells) will vary depending on the length of the Sequential Package ID. In this example, the Sequential Package ID is 8 digits long (00000001), requiring a matrix with a total of 22 cells (including the cell for the check digit).

MOD 10 Calculation for the Electronic File Number

The same process described above is used for calculating the check digit used within the Electronic File Number.

5 Shipping Services File Format

For the Shipping File

Things Needed to Get Started

1. Mailer ID. Mailer ID of mailer transmitting the Shipping Services file. All nonconforming nine-digit MIDs should have been changed to a new conforming nine-digit MID by January 31, 2011. If you have questions pertaining to your Mailer ID, please contact the Confirmation Services Support at 877-264-9693. For more information on Mailer ID see chapter 2 “Getting Started”, “Understanding the Mailer ID (MID)”.
2. Entry Facility ZIP Code. ZIP Code of Postal Service facility where mail is tendered.
3. Customer Reference Number (if applicable).
4. Client Mailer ID (if applicable). Mailer ID of separate mailer/client so that client can receive their own extract file.
5. Unique Developer ID Code and Shipping/Manifesting Software’s Product Version Number (obtained from the software vendor). If writing your own software, contact Confirmation Services Support at 877-264-9693.

Things to Know About the Shipping Services File Format

1. No embedded spaces.
2. The file is an ASCII text, fixed field length.
3. A line feed and carriage return is needed at the end of every record except the last record of the Shipping Services file.
4. If using File Type “E” (PC Postage Vendors only), contact Confirmation Services Support at 877-264-9693.

This chapter contains the following tables:

- Table 5-1, Header Record.
- Table 5-2, D1 Record.
- Table 5-3, D2 Record (not currently required).
- Table 5-4, Shipping Partner Event Header Record.
- Table 5-5, Shipping Partner Event Detail Record.

Table 5-1: Header Record 1 (H1) (130 Bytes) - Shipping Services file Record Format Version 1.3

Header Record 1 (H1) (130 bytes) Shipping Services file Record Format Version 1.3						
Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size						
Shaded Areas: Record positions that are shaded are not required for Confirmation Services and default to spaces.						
Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; EMI = Express Mail International)						
Required Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	001-002	Electronic File Header Record ID	A(2)	A two-character field that identifies a Shipping Services file Header Record.	H1	<ul style="list-style-type: none"> 'H1' is required.
ALL	003	Electronic File Type	A(1)	'1' Postage Payment File '2' Tracking File '3' Postage & Tracking File '5' Electronic Verification (eVS) '7' Certified Mail 'C' Parcel Return Service	2	<ul style="list-style-type: none"> Use '2' for Confirmation Services. Use '3' for Express Mail Manifesting.
ALL	004-025	Electronic File Number	A(22)	Unique number assigned to identify the Shipping Services file. 2 digits - Identifier "91" 2 digits - Service Type Code 9 digits - Mailer ID 8 digits - Fixed-length sequential number 1 digit - MOD 10 check digit	9150123456789000000019	NOTE: This number should be inserted on PS Form 3152, PS Form 3152-E, or PS Form 8125. <ul style="list-style-type: none"> Service Type Code must be '50.' Electronic File Number must be unique for 180 days from date of first use.
ALL	026-033	Date of Mailing	N(8)	Date mail is tendered to the Postal Service.	20021124	<ul style="list-style-type: none"> Format is YYYYMMDD
ALL	034-039	Time of Mailing	N(6)	Estimated time mail is tendered to Postal Service.	131500	<ul style="list-style-type: none"> Format is HHMMSS (24-hour time format.)
ALL	040-044	Entry Facility	N(5)	5-digit ZIP Code of Postal Service facility where the mail is tendered.	22201	<ul style="list-style-type: none"> Unique ZIP Code for each Postal Service facility where mail will be tendered.
EM, EMI	045-054	Payment Account Number	N(10)	Postal Service account number from which this mailing will be paid. <ul style="list-style-type: none"> Permit Number Express Mail Corporate Account Number Federal Agency Number 	0012345678	<ul style="list-style-type: none"> Default is Zeros. Leading zeroes required. This field required if using Permit imprint, EMCA, or Federal Agency Number. Commercial Parcel Mailers must populate this field.

Table 5-1 (continued)

Header Record 1 (H1) (130 bytes) Shipping Services file Record Format Version 1.3 Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size Shaded Areas: Record positions that are shaded are not required for Confirmation Services and default to spaces. Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; EMI = Express Mail International)						
Required Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
EM, EMI	055–056	Method of Payment	N(2)	Payment system used for mailing: '01' Permit System '02' Express Mail Corporate Account '03' Federal Agency	01	<ul style="list-style-type: none"> ▪ Default is Zeros. ▪ Must be Postal Service–approved payment method for mail being tendered. ▪ Only one method of payment per Shipping Services file. ▪ Commercial Parcel Mailers must populate this field.
See rules □	057–061	Post Office of Account ZIP Code	N(5)	5-digit ZIP Code of Post Office issuing permit number, meter license, or precanceled stamp.	00000	<ul style="list-style-type: none"> ▪ Default is zeroes. ▪ Commercial Parcel Mailers must populate this field. ▪ Must be populated for eVS Express Mail (See Publication 205, eVS Business & Technical Guide)
See rules □	062–073	DSAS Confirmation Number	A(12)	Confirmation number received when making a scheduled appointment for mail drop at a Postal Service facility.		<ul style="list-style-type: none"> ▪ Default is spaces. ▪ For drop shipments.
EM, EMI	074	Pickup Requested Indicator	A(1)	'Y' = Pickup SPACE = No pickup	Y	<ul style="list-style-type: none"> ▪ Default is space. ▪ Indicator denotes if mail is picked up by the Postal Service.
ALL	075–077	Postal Service Electronic File Version Number	N(3)	Postal Service Electronic File Version Number.	013	<ul style="list-style-type: none"> ▪ Current version 1.3.
ALL	078–080	Unique Developer ID Code	A(3)	A unique code provided by Postal Service to identify the developer of the shipping manifesting system.	123	<ul style="list-style-type: none"> ▪ Code provided by USPS Confirmation Services Support.
ALL	081–088	Shipping / Manifesting Software's Product Version Number	A(8)	Shipping/Manifesting Software's Product Version Number.	5.02.3A _	<ul style="list-style-type: none"> ▪ Left justified, trailing spaces. ▪ Unique number designated by the software developer or provided by USPS Confirmation Services Support.
ALL	089–097	File Record Count	N(9)	Total number of all records in Shipping Services file to include Header Records and all Detail Records.	000001517	<ul style="list-style-type: none"> ▪ Leading zeros required.
ALL	098–130	Filler	A(33)	Filler for future use.		<ul style="list-style-type: none"> ▪ Must be spaces.

Table 5-2: Detail Record 1 (D1) (200 bytes) - Shipping Services file Record Format Version 1.3

Detail Record 1 (D1) (200 bytes) Shipping Services file Record Format Version 1.3						
Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size						
Shaded Areas: The following shaded record positions are not required for Confirmation Services and set to default: 045, 046–054, 055, 059–060, 061, 062, 062, 063, 064–070, 071–075, and 076–079.						
Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; EMI = Express Mail International; PMOD = Priority Mail Open and Distribute; EMOD = Express Mail Open and Distribute)						
Required Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	001–002	Electronic File Detail Record ID	A(2)	A two-character field that identifies the Shipping Services file D1 Record.	D1	<ul style="list-style-type: none"> ▪ 'D1' is required.
ALL	003–004	Products or class of mail	A(2)	A two-character code for Products or Class of Mail. Refer to Products or Class of Mail table.	PM	<ul style="list-style-type: none"> ▪ Postal Service–defined values.
ALL	005–026	Package Identification Code (PIC)	A(22)	Unique number assigned to identify a package. 2 digits "91" AI 2 digits Service Type Code 9 digits Mailer ID 8 digits Variable-length sequential number from 2 to 8 digits. 1 digit MOD 10 check digit	9101123456789000000013	NOTE: Express Mail PICs are alpha-numeric. <ul style="list-style-type: none"> ▪ PIC must be unique for 180 days from date of first use.
ALL	027–031	Destination ZIP Code	N(5)	Destination 5-digit ZIP Code for domestic.	22201	<ul style="list-style-type: none"> ▪ Must be 5 digits. ▪ All zeroes for international.
ALL	032–035	Destination ZIP + 4	A(4)	Destination + 4 add on of domestic ZIP Code.	2804	<ul style="list-style-type: none"> ▪ Default is spaces if not available. ▪ Do not include dash (-). ▪ Highly recommend the use of ZIP + 4.
EMI	036–037	Country Code	A(2)	Two-character standardized ISO international country code. Required for international pieces.	PL (Poland)	<ul style="list-style-type: none"> ▪ Default is spaces for domestic. ▪ Mandatory for international.
ALL	038–044	Postage	N(7)	Postage (excluding Special Service fees and surcharges) less any work share discount. For Standard Mail and Bound Printed Matter compute both the piece rate and pound rate and add together to obtain the package rate. For Standard Mail report the residual shape surcharge in record positions 161–162.	\$5.69 Entered as: 0005690	<ul style="list-style-type: none"> ▪ Default is zeroes. ▪ Leading zeroes required. ▪ In unit of dollars and rounded to the nearest cent.
EM, EMI	045	Unit of Measure Code	N(1)	Unit of measurement for mailpiece: '1' lbs. '2' oz. '3' kilos	1	<ul style="list-style-type: none"> ▪ Default is zeros. ▪ Field must contain a Postal Service–defined valid code. ▪ Commercial Parcel Mailers must populate this field.

Table 5-2 (continued)

Detail Record 1 (D1) (200 bytes) Shipping Services file Record Format Version 1.3 Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size Shaded Areas: The following shaded record positions are not required for Confirmation Services and set to default: 045, 046–054, 055, 059–060, 061, 062, 062, 063, 064–070, 071–075, and 076–079. Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; EMI = Express Mail International; PMOD = Priority Mail Open and Distribute; EMOD = Express Mail Open And Distribute)						
Required Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
EM, EMI	046–054	Weight	N(9)	Mailpiece weight. In unit of measure and significant to four decimal positions. (Exclude weight of nonincidental enclosure here. See record position 181–189.)	14.3 lbs. Entered as: 000143250	<ul style="list-style-type: none"> ▪ Default is zeroes. ▪ Leading zeroes required. ▪ Commercial Parcel Mailers must populate this field.
See rules □	055	Processing Category	N(1)	'0' - Cards '1' - Letters '2' - Flats '3' - Machinable Parcels '4' - Irregular Parcels '5' - Outside/Non-machinable '6' - Not Flat-Machinable (less than 6 ounces) '7' - Not Flat-Machinable (6 ounces or more) 'C' – Catalogs 'O' – Open and Distribute 'R' - Returns		<ul style="list-style-type: none"> ▪ Default is spaces for non-applicable products. ▪ Commercial Parcel Mailers must populate this field. ▪ For Open and Distribute the processing category of "O" is required.
See rules □ PMOD EMOD	056	Destination Rate Indicator	A(1)	'A' Distribution Area Distribution Center (DADC) 'B' Destination Network Distribution (NDC) 'D' Destination Delivery Unit (DDU) 'F' Auxiliary Service Facility (ASF) 'S' Destination Sectional Center Facility (DSCF) 'N' None	N	<ul style="list-style-type: none"> ▪ Default is 'N' for non-applicable services. ▪ Mandatory for Drop Ship mailers. ▪ Priority Mail Open and Distribute mailers must use 'A', 'B', 'D', 'F', or 'S' only. ▪ Express Mail Open and Distribute mailers must use 'B', 'D', or 'S' only.

Table 5-2 (continued)

Detail Record 1 (D1) (200 bytes) Shipping Services file Record Format Version 1.3 Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size Shaded Areas: The following shaded record positions are not required for Confirmation Services and set to default: 045, 046–054, 055, 059–060, 061, 062, 062, 063, 064–070, 071–075, and 076–079. Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; EMI = Express Mail International; PMOD = Priority Mail Open and Distribute; EMOD = Express Mail Open And Distribute)						
Required Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
EM, EMI	057–058	Rate Indicator	A(2)	See Rate Indicator table for valid codes for this field. For Parcel Post with destination rates, use "Single Piece" for the Rate Indicator.		<ul style="list-style-type: none"> ▪ Default is spaces. ▪ For EMOD the rate indicator of "PA" is required. ▪ For PMOD the rate indicator of "SP" is required. ▪ For Critical Mail the rate indicator of "AL" or "AF" is required. ▪ For Parcel Select Regional Ground the rate indicator of "RG" is required. ▪ For Commercial Plus Pricing the rate indicator of "UA", "U3", "U5" or "US" is required.
See rules □	059–060	Zone	A(2)	Individual mailpiece zone. Valid zones are: '00' - Not Applicable 'LC' - Local Zone '01' through '08'	00	<ul style="list-style-type: none"> ▪ Default is zeroes for non-applicable products. ▪ Mandatory for products with rates based on zones. ▪ Leading zeroes required if numeric.
EM	061	PO Box Indicator	A(1)	'Y' Any mail addressed to a PO box.	N	<ul style="list-style-type: none"> ▪ Default value is 'N'. ▪ Mandatory for Express Mail Manifesting.
SC, EM	062	Waiver of Signature	A(1)	'Y' Mailer requests Waiver of Signature for delivery of Express Mail. 'N' Mailer does not request Waiver of Signature.	N	<ul style="list-style-type: none"> ▪ Default value is 'N'. ▪ Mandatory for Express Mail Manifesting.
PM,EM, EMOD	063	No Weekend/Holiday Delivery	N(1)	1 Normal (default), regular delivery for Express Mail Manifesting. 2 NO WEEKEND delivery. 3 NO HOLIDAY delivery. 4 NO WEEKEND or HOLIDAY delivery. E – Scheduled for End of Day. F- End of Day, No Sunday/holiday. G - End of Day, No Weekend/holiday. P – Adjusted Service Standard for PM or CM. R – Regional	1	If Express Mail <ul style="list-style-type: none"> ▪ Default value is '1'. ▪ Mandatory for Express Mail Manifesting. ▪ For EMOD the Delivery Indicator of "E" is required. ▪ For Critical Mail the Delivery Indicator of "P" is required. ▪ For Parcel Select Regional Ground the Delivery Indicator of "R" is required.

Table 5-2 (continued)

Detail Record 1 (D1) (200 bytes) Shipping Services file Record Format Version 1.3 Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size Shaded Areas: The following shaded record positions are not required for Confirmation Services and set to default: 045, 046–054, 055, 059–060, 061, 062, 062, 063, 064–070, 071–075, and 076–079. Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; EMI = Express Mail International; PMOD = Priority Mail Open and Distribute; EMOD = Express Mail Open And Distribute)						
Required Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
See rules □	064–070	Value of Article	N(7)	Wholesale cost of article.	\$200.00 Entered as: 0020000	<ul style="list-style-type: none"> ▪ Default is zeroes. ▪ Mandatory if insurance is being included as a Special Service. ▪ Required if insured.
See rules □	071–075	COD Amount Due Sender	N(5)	Dollar amount due on delivery.	\$206.00 Entered as: 20600	<ul style="list-style-type: none"> ▪ Default is zeroes. ▪ Required if package is COD.
See rules □	076–079	Handling Charge	N(4)	Handling charge for Registered Mail valued at more than \$25,000.00.	\$20.50 Entered as: 2050	<ul style="list-style-type: none"> ▪ Default is zeroes.
See rules □	080–081	Special Service Code 1st Service	N(2)	Special Service Code. See Special Service Code table.	01	<ul style="list-style-type: none"> ▪ Default is spaces. ▪ Field contains one Special Service Code. ▪ Used when one Special Service is used. ▪ Commercial Parcel Mailers must populate this field.
See rules □	082–086	Fee for Special Service 1st Fee	N(5)	Fee for 1 st Special Service Code.	\$.25 Entered as: 00025	<ul style="list-style-type: none"> ▪ Default is zeroes. ▪ Used when one Special Service is used. ▪ Commercial Parcel Mailers must populate this field.
See rules □	087–088	Special Service Code 2nd Service	N(2)	See Special Service Code table.	04	<ul style="list-style-type: none"> ▪ Default is spaces. ▪ Field contains one Special Service Code. Used when two Special Services are used. Example: Integrated barcode with Delivery Confirmation/insurance. ▪ Commercial Parcel Mailers must populate this field.
See rules □	089–093	Fee for Special Service 2nd Fee	N(5)	Fee for 2 nd Special Service Code.	\$1.40 Entered as: 00140	<ul style="list-style-type: none"> ▪ Default is zeroes. ▪ Used when two Special Services are used. ▪ Commercial Parcel Mailers must populate this field.
See rules □	094–095	Special Service Code 3rd Service	N(2)	See Special Service Code table.	05	<ul style="list-style-type: none"> ▪ Default is spaces. ▪ Field contains one Special Service Code. ▪ Used when three Special Services are used. ▪ Commercial Parcel Mailers must populate this field.

Table 5-2 (continued)

Detail Record 1 (D1) (200 bytes) Shipping Services file Record Format Version 1.3 Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size Shaded Areas: The following shaded record positions are not required for Confirmation Services and set to default: 045, 046–054, 055, 059–060, 061, 062, 062, 063, 064–070, 071–075, and 076–079. Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; EMI = Express Mail International; PMOD = Priority Mail Open and Distribute; EMOD = Express Mail Open And Distribute)						
Required Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
See rules □	096–100	Fee for Special Service 3rd Fee	N(5)	Fee for 3 rd Special Service Code.	\$.85 Entered as: 00085	<ul style="list-style-type: none"> ▪ Default is zeroes. ▪ Used when three Special Services are used. ▪ Commercial Parcel Mailers must populate this field.
See rules □	101–102	Special Service Code 4th Service	N(2)	See Special Service Code table.	06	<ul style="list-style-type: none"> ▪ Default is spaces. ▪ Field contains one Special Service Code. ▪ Used when four Special Services are used. ▪ Commercial Parcel Mailers must populate this field.
See rules □	103–107	Fee for Special Service 4th Fee	N(5)	Fee for 4 th Special Service Code.	\$1.25 Entered as: 00125	<ul style="list-style-type: none"> ▪ Default is zeroes. ▪ Used when four Special Services are used. ▪ Commercial Parcel Mailers must populate this field.
See rules □	108–109	Special Service Code 5th Service	N(2)	See Special Service Code table.	10	<ul style="list-style-type: none"> ▪ Default is spaces. ▪ Field contains one Special Service Code. ▪ Used when five Special Services are used. Commercial Parcel Mailers must populate this field.
See rules □	110–114	Fee for Special Service 5th Fee	N(5)	Fee for 5 th Special Service Code.	\$2.75 Entered as: 00275	<ul style="list-style-type: none"> ▪ Default is zeroes. ▪ Used when five Special Services are used. Commercial Parcel Mailers must populate this field.
See rules □	115–116	Special Service Code 6th Service	N(2)	See Special Service Code table.	11	<ul style="list-style-type: none"> ▪ Default is spaces. ▪ Field contains one Special Service Code. ▪ Used when six Special Services are used. ▪ Commercial Parcel Mailers must populate this field.
See rules □	117–121	Fee for Special Service 6th Service	N(5)	Fee for 6 th Special Service Code.	\$5.40 Entered as: 00540	<ul style="list-style-type: none"> ▪ Default is zeroes. ▪ Used when six Special Services are used. ▪ Commercial Parcel Mailers must populate this field.
ALL	122–130	Client Mailer ID	N(9)	This field is used for shippers that mail for other customers. Mailer ID for the company for which you are mailing.	000000000	<ul style="list-style-type: none"> ▪ Default is zeroes. ▪ If not zeros, then Client Mailer ID must be registered in PTS.

Table 5-2 (continued)

Detail Record 1 (D1) (200 bytes) Shipping Services file Record Format Version 1.3 Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size Shaded Areas: The following shaded record positions are not required for Confirmation Services and set to default: 045, 046–054, 055, 059–060, 061, 062, 062, 063, 064–070, 071–075, and 076–079. Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; EMI = Express Mail International; PMOD = Priority Mail Open and Distribute; EMOD = Express Mail Open And Distribute)						
Required Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	131–160	Customer Reference Number	A(30)	Used for customer internal identification purposes.	000123	<ul style="list-style-type: none"> ▪ Default is spaces. ▪ If used with EM, an Express Mail charge back number may be in this field.
See rules □	161–162	Surcharge Type	A(2)	Surcharge Type Code. See Surcharge Type Code table.	01	<ul style="list-style-type: none"> ▪ Default is spaces. ▪ Leading zeroes required.
See rules □	163–169	Surcharge Amount	N(7)	In unit of dollars and rounded to the nearest cent.	\$1.65 Entered as: 0000165	<ul style="list-style-type: none"> ▪ Default is zeroes for nonapplicable products. Numeric values (0–9) only. ▪ Leading zeroes required.
See rules □	170–171	Non-Incidental Enclosure Rate Indicator	A(2)	See Rate Indicator table for valid codes for this field.		<ul style="list-style-type: none"> ▪ Default is spaces if not applicable. ▪ Used if applicable.
See rules □	172–173	Non-Incidental Enclosure Class	A(2)	Refer to Products or Class of Mail codes shown above in <i>Products or class of mail</i> field, positions 003–004.		<ul style="list-style-type: none"> ▪ Default is spaces if not applicable. ▪ Used if applicable.
See rules □	174–180	Non-Incidental Enclosure Postage	N(7)	Postage amount for the non-incidental enclosure. In unit of dollars and rounded to the nearest cent.	\$.33 Entered as: 0000330	<ul style="list-style-type: none"> ▪ Default is zeroes.
See rules □	181–189	Non-Incidental Enclosure Weight	N(9)	Individual weight of the non-incidental enclosure. In unit of lbs. and significant to four decimal positions.	0.2500 Entered as: 000002500	<ul style="list-style-type: none"> ▪ Default is zeroes.
EMI See rules □	190–198	Custom Designed Agreement Number	N(9)	Custom Designed agreement number for Express Mail service.	000000000	<ul style="list-style-type: none"> ▪ Default value is zeroes. ▪ Used if Express Mail Manifesting is Custom Designed.
ALL	199–200	Filler	A(2)	Filler area for future expansion.		<ul style="list-style-type: none"> ▪ Must be spaces.

Table 5-3: Detail Record 2 (D2) (352 bytes) - Not Currently Required for Confirmation Services - Shipping Services file Record Format Version 1.3

Detail Record 2 (D2) (352 bytes) —Not Currently Required for Confirmation Services - Shipping Services file Record Format Version 1.3						
Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size Shaded Areas: The following shaded record positions are not required for Confirmation Services and default to spaces: 306–315, 316–317, 318–325, 326–335, 336–337, and 338–345. Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; EMI = Express Mail International)						
Required Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	001–002	Shipping Services file Detail Record ID	A(2)	A two-character field that identifies the Shipping Services file D2 Record.	D2	<ul style="list-style-type: none"> ▪ 'D2' is required.
ALL	003–024	Package Identification Code (PIC)	A(22)	Unique number assigned to identify a package. 2 digits "91" AI 2 digits Service Type Code 9 digits Mailer ID 8 digits Variable-length sequential number from 2 to 8 digits. 1 digit MOD 10 check digit	9101123456789000000013	NOTE: Express Mail PICs are alpha-numeric. <ul style="list-style-type: none"> ▪ PIC must be unique for 180 days from date of first use.
ALL See rules □	025–072	Name of Addressee	A(48)	Name of addressee.	JOHN DOE	<ul style="list-style-type: none"> ▪ Default is spaces. ▪ Required for accountable mail and international mail.
See rules □	073–120	Miscellaneous Address Information	A(48)	Miscellaneous address information in the destination address.	BUILDING A	<ul style="list-style-type: none"> ▪ Default is spaces.
See rules □	121–168	Additional Address Information	A(48)	Secondary unit designator in the destination address.	SUITE 400	<ul style="list-style-type: none"> ▪ Default is spaces. ▪ This field is not to be used for the city or state.
ALL See rules □	169–216	Delivery Address	A(48)	Delivery address in the destination address. Contains secondary unit designator, such as APT or SUITE, for accountable mail.	123 MAIN ST	<ul style="list-style-type: none"> ▪ Default is spaces. ▪ Required for accountable mail and international mail.
ALL See rules □	217–244	City Name	A(28)	City name of the destination address.	Reston	<ul style="list-style-type: none"> ▪ Used for international mail.
ALL	245–246	State	A(2)	Two-character state code of the destination address.	VA	<ul style="list-style-type: none"> ▪ Default is spaces for international mail.
EMI See rules □	247–257	Postal Code	A(11)	Foreign country postal codes or POSTNET representation.	A0A9A0	<ul style="list-style-type: none"> ▪ Default is spaces. ▪ Used for international mail to countries that use postal codes. ▪ Left justified.
EMI See rules □	258–285	International Province Name	A(28)	International province name of the destination address.	Ontario	<ul style="list-style-type: none"> ▪ Default is spaces. ▪ Used for international mail to countries with province names.

Table 5-3 (continued)

Detail Record 2 (D2) (352 bytes) —Not Currently Required for Confirmation Services - Shipping Services file Record Format Version 1.3						
Format (Size): A = ASCII text (alpha-numeric), N = Numeric. Number in parenthesis = field size						
Shaded Areas: The following shaded record positions are not required for Confirmation Services and default to spaces: 306–315, 316–317, 318–325, 326–335, 336–337, and 338–345.						
Required Code: ALL indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; EMI = Express Mail International)						
Required Code	Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
EMI See rules □	286–295	Customs Category Article 1	A(10)	Code of article in package using USITC Harmonized Tariff Schedule.	1702.20.22 entered as: 17022022 _ _	<ul style="list-style-type: none"> Default is spaces. For international mail. If used, first four characters are mandatory. Left justified trailing spaces.
EMI See rules □	296–297	Customs Count Article 1	N(2)	Total number of articles in package of this customs category.	20	<ul style="list-style-type: none"> For international mail.
EMI See rules □	298–305	Customs Value Article 1	N(8)	Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent.	\$100.00 Entered as: 00010000	<ul style="list-style-type: none"> For international mail.
EMI See rules □	306–315	Customs Category Article 2	A(10)	Code of article in package using USITC Harmonized Tariff Schedule.	1702.20.22 entered as: 17022022	<ul style="list-style-type: none"> Default is spaces. For international mail. If used, first four characters are mandatory.
EMI See rules □	316–317	Customs Count Article 2	N(2)	Total number of articles in package of this customs category.	10	<ul style="list-style-type: none"> Default is zeros. For international mail.
EMI See rules □	318–325	Customs Value Article 2	N(8)	Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent.	\$50.00 Entered as: 00005000	<ul style="list-style-type: none"> Default is zeros. For international mail.
EMI See rules □	326–335	Customs Category Article 3	A(10)	Code of article in package using USITC Harmonized Tariff Schedule.	1702.20.22 entered as: 17022022	<ul style="list-style-type: none"> Default is zeros. Left justified. For international mail. If used, first four characters are mandatory.
EMI See rules □	336–337	Customs Count Article 3	N(2)	Total number of articles in package of this customs category.	15	<ul style="list-style-type: none"> Default is zeros. For international mail.
EMI See rules □	338–345	Customs Value Article 3	N(8)	Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent.	\$300.99 Entered as: 00030099	<ul style="list-style-type: none"> Default is zeros. For international mail.
ALL	346–352	Filler	A(7)	Filler for future use.		<ul style="list-style-type: none"> Must be spaces.

Table 5-4: Shipping Partner Event Header Record (50 Bytes) (Fixed Length)

See section on Shipping Partner Events for more information this topic.

Format (Size): A = ASCII text (alpha-numeric); N = Numeric; Number in parenthesis = field size					
Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001–002	Shipping Partner Event File Header Record ID	A(2)	A two-character system constant, which identifies a Shipping Partner Event File Header Record.	EH	▪ 'EH' is required.
003–011	Shipping Partner's Mailer ID	N(9)	Must fill in a valid Mailer ID.	123456789	▪ Must be the Mailer ID of the consolidator.
012–020	Shipping Partner Event File Number	N(9)	Nine-digit file identifier — Fixed length of 9 digits. Right justified with leading zeros.	000000125	▪ No spaces. ▪ Leading zeroes required.
021–029	File Record Count	N(9)	Total number of all records in this file. Count to include Header Record and all Detail Records.	000001517	▪ Leading zeros required.
030–050	Filler	A(21)	Filler for future use.		▪ Must be spaces.

Table 5-5: Shipping Partner Event Detail Record (100 Bytes) (Fixed Length)

Format (Size): A = ASCII text (alpha-numeric); N = Numeric; Number in parenthesis = field size					
Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001–002	Shipping Partner Event File Detail Record ID	A(2)	Shipping Partner Event Detail Record ID.	ED	▪ 'ED' is required.
003–036	Package Identification Code (PIC)	A(34)	2 digits Application Identifier 2 digits Service Type Code 9 digits Mailer ID 8 digits Fixed-length sequence number 1 digit MOD 10 check digit	91019412333 12000012348	▪ Fixed-length sequential number would be right justified with a total of 8 digits with leading zeroes. ▪ The PIC must remain unique for 180 days from date of first use. ▪ Left justified with trailing spaces if applicable.
037–038	Event Code	N(2)	Event Code.	81	▪ Numeric only (0-9). ▪ Valid values are '80', '81', and '82'.
039–043	Event ZIP Code	N(5)	5-digit ZIP Code of event location.	22201	
044–047	Event ZIP + 4	N(4)	ZIP + 4 add on of domestic ZIP Code.	2804	▪ Default is spaces, if not available.
048–055	Event Date	A(8)	Date associated with movement of shipments by shipping partner.	20030127	▪ Format is YYYYMMDD
056–061	Event Time	A(6)	Time associated with movement of shipments by shipping partner.	131500	▪ Format is HHMMSS (24-hour time format.)
062–070	Client Mailer ID	N(9)	For Client to receive event information	000000000	Optional field - zero fill if not used. ▪ For client to receive event information, must be filled with the Mailer ID of the client.
071–100	Filler	N(30)	Filler for future use.		▪ Must be spaces.

6 Data File Formats

This chapter contains the following tables:

- Table 6-1, Scan Event Extract File Data Format.
- Table 6-2, Confirmation/Error/Warning Data File Format Header Record.
- Table 6-3, Confirmation/Error/Warning Data File Format for Detail Record.
- Table 6-4, Payment Extract Data Format – Header Record
- Table 6-5, Payment Extract Data File Format – Detail Line

Table 6-1: Scan Event Extract File Data Format (280 Bytes) (Quote and “Comma-delimited” Fixed Length Strings)Format (Size): **A** = ASCII text (alpha-numeric); **N** = Numeric; **Number in parenthesis** = field size

Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001	Text Qualifier	A(1)	“Comma-delimited” format.	“	
002–023	Package Identification Code (PIC)	A(22)	Barcoded label number used to identify the package.	9121941233312000012348	Taken from the Shipping Services file D1 Record positions 005–026.
024	Text Qualifier	A(1)	“Comma-delimited” format.	“	
025	Delimiter	A(1)	“Comma-delimited” format.	,	
026	Text Qualifier	A(1)	“Comma-delimited” format.	”	
027–048	Electronic File Number	A(22)	Electronic File number of the Shipping Services file that included this Product Identification Code (PIC).	9150941233312000012348	Taken from the Shipping Services file Header Record, positions 004–025.
049	Text Qualifier	A(1)	“Comma-delimited” format.	“	
050	Delimiter	A(1)	“Comma-delimited” format.	,	
051	Text Qualifier	A(1)	“Comma-delimited” format.	”	
052–060	Mailer ID	N(9)	Mailer ID unique to this mailer as shown in the Postal Service database.	941233312	Taken from the Shipping Services file Header Record, positions 005–026.
061	Text Qualifier	A(1)	“Comma-delimited” format.	“	
062	Delimiter	A(1)	“Comma-delimited” format.	,	
063	Text Qualifier	A(1)	“Comma-delimited” format.	”	
064–083	Mailer Name	A(20)	Mailer name associated with Mailer ID.	ABC Company	
084	Text Qualifier	A(1)	“Comma-delimited” format.	“	
085	Delimiter	A(1)	“Comma-delimited” format.	,	
086	Text Qualifier	A(1)	“Comma-delimited” format.	”	
087–091	Destination ZIP Code	A(5)	Destination ZIP Code.	33511	Taken from the Shipping Services file D1 Record positions 027–031.
092	Text Qualifier	A(1)	“Comma-delimited” format.	“	
093	Delimiter	A(1)	“Comma-delimited” format.	,	
094	Text Qualifier	A(1)	“Comma-delimited” format.	”	
095–098	Destination ZIP + 4	A(4)	Destination ZIP + 4.	1857	Taken from D1 Record, positions 032–035.
099	Text Qualifier	A(1)	“Comma-delimited” format.	“	
100	Delimiter	A(1)	“Comma-delimited” format.	,	
101	Text Qualifier	A(1)	“Comma-delimited” format.	”	
102–106	Scanning Facility ZIP	N(5)	If scanning event, 5-digit ZIP Code of facility. If e-file event, entry facility ZIP Code.	21201	
107	Text Qualifier	A(1)	“Comma-delimited” format.	“	
108	Delimiter	A(1)	“Comma-delimited” format.	,	
109	Text Qualifier	A(1)	“Comma-delimited” format.	”	
110–140	Scanning Facility Name	A(31)	Name of Postal Service facility or city/state where event happened.	Baltimore, MD	Provided by the Postal Service. Further defined for city/state event: 28 characters for city, one for comma, two for state alpha abbreviation.
141	Text Qualifier	A(1)	“Comma-delimited” format.	“	
142	Delimiter	A(1)	“Comma-delimited” format.	,	

Table 6-1 (continued)

Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
143	Text Qualifier	A(1)	"Comma-delimited" format.	"	
144–145	Event Code	A(2)	Code for tracking event.	01	See Chapter 9, Table 9-4 for the complete listing of Event Codes.
146	Text Qualifier	A(1)	"Comma-delimited" format.	"	
147	Delimiter	A(1)	"Comma-delimited" format.	,	
148	Text Qualifier	A(1)	"Comma-delimited" format.	"	
149–188	Event Name	A(40)	Name of tracking event corresponding to Event Code.	Delivered	See Chapter 9, Table 9-4 for the complete listing of Event Code descriptions.
189	Text Qualifier	A(1)	"Comma-delimited" format.	"	
190	Delimiter	A(1)	"Comma-delimited" format.	,	
191	Text Qualifier	A(1)	"Comma-delimited" format.	"	
192–199	Event Date	A(8)	Date of tracking event.	20030320	YYYYMMDD
200	Text Qualifier	A(1)	"Comma-delimited" format.	"	
201	Delimiter	A(1)	"Comma-delimited" format.	,	
202	Text Qualifier	A(1)	"Comma-delimited" format.	"	
203–206	Event Time	N(4)	Time of tracking event.	1315	HHMM 24-hour time format and time must be valid.
207	Text Qualifier	A(1)	"Comma-delimited" format.	"	
208	Delimiter	A(1)	"Comma-delimited" format.	,	
209	Text Qualifier	A(1)	"Comma-delimited" format.	"	
210–218	Client Mailer ID	N(9)	Client Mailer ID of the mailer also receiving extract data for this mailpiece.	941233312	Taken from the Shipping Services file D1 Record, positions 122–130.
219	Text Qualifier	A(1)	"Comma-delimited" format.	"	
220	Delimiter	A(1)	"Comma-delimited" format.	,	
221	Text Qualifier	A(1)	"Comma-delimited" format.	"	
222–251	Customer Reference Number	A(30)	Customer's internal reference number.	ZZ123456X	Taken from the Shipping Services file D1 Record, positions 131–160.
252	Text Qualifier	A(1)	"Comma-delimited" format.	"	
253	Delimiter	A(1)	"Comma-delimited" format.	,	
254	Text Qualifier	A(1)	"Comma-delimited" format.	"	
255–256	Destination Country Code	A(2)	Destination Country Code.		International mail only. Taken from the Shipping Services file D1 Record, positions 036–044.
257	Text Qualifier	A(1)	"Comma-delimited" format.	"	
258	Delimiter	A(1)	"Comma-delimited" format.	,	
259	Text Qualifier	A(1)	"Comma-delimited" format.	"	
260–279	Recipient Name	A(20)	Name of recipient for Signature Confirmation and Express Mail service.	DOE J	Last Name, space, First initial
280	Text Qualifier	A(1)	"Comma-delimited" format.	"	

**Table 6-2: Confirmation/Error/Warning Data File Format for Header Record (Summary)
(161 Bytes)**

NOTE: This format is for Confirmation/Error/Warning Report and applies to electronic shipping files and Shipping Partner Event Codes files.

The summary Record appears first in the data file.

The total record length is always 161 bytes regardless of data content. Format (size) reflects the maximum length for each field.

Format (Size): A = ASCII text (alpha-numeric); N = Numeric; Number in parenthesis = field size			
Field Name	Format (Size)	Description	Example
Mailer ID	N(9)	Mailer ID from the electronic file number of the transmitted file.	123456789
Delimiter	A(1)	Comma Delimiter	,
Electronic File Sequence Number	N(9)	Sequential number from the Electronic File Number: 8 digits – sequential number 1 digit – MOD 10 check digit	000000019
Delimiter	A(1)	Comma Delimiter	,
Electronic File Receipt Date	N(8)	Date USPS Product Tracking System received the mailers Shipping Services file. Format: YYYYMMDD	20050615
Delimiter	A(1)	Comma Delimiter	,
Electronic File Receipt Time	N(6)	Time USPS Product Tracking System received the mailers Shipping Services file. Format: HHMMSS	143059
Delimiter	A(1)	Comma Delimiter	,
Entry Facility ZIP Code	N(5)	ZIP Code of the Postal Service facility where mail was tendered. This zip is the destination zip for parcels return services files.	20260
Delimiter	A(1)	Comma Delimiter	,
Mailing Date	N(8)	Date in the header record of the Shipping Services file provided by mailer indicating when the mail was tendered to the USPS entry facility. Format: YYYYMMDD	20050615
Delimiter	A(1)	Comma Delimiter	,
Number of Records Read	N(9)	Total number of all records in Shipping Services file to include Header Records and all Detail Records.	3
Delimiter	A(1)	Comma Delimiter	,
Number of Records Rejected	N(9)	Number of records not posted to Product Tracking System (PTS), because of error in Header Record or individual Detail Records.	1
Delimiter	A(1)	Comma Delimiter	,
Number of Records Accepted	N(9)	Number of records posted to PTS.	2
Delimiter	A(1)	Comma Delimiter	,
Number of Electronic File D1 Record Records Accepted	N(9)	Number of Detail 1 Records posted to PTS.	1
Delimiter	A(1)	Comma Delimiter	,

Table 6-2 (continued)			
Format (Size): A = ASCII text (alpha-numeric); N = Numeric; Number in parenthesis = field size			
Field Name	Format (Size)	Description	Example
		-	
Number of Electronic File D2 Record Records Accepted	N(9)	- Number of Detail 2 records posted to PTS.	1
Delimiter	A(1)	Comma Delimiter	,
Summary Message	A(60)	Error message that applies to the entire Shipping Services file.	ENTIRE ELECTRONIC FILE REJECTED DUE TO HEADER RECORD ERROR.

Table 6-3: Confirmation/Error/Warning Data File Format for Detail Record (118 Bytes)

NOTE: This format is for the Confirmation/Error/Warning Report and applies to electronic shipping files and Shipping Partner Event Codes files.

The total record length is always 118 bytes regardless of data content. Maximum data content is 118 bites. Format (size) reflects the maximum length for each field.

Format (Size): A = ASCII text (alpha-numeric); N = Numeric; Number in parenthesis = field size			
Field Name	Format (Size)	Description	Example
Error / Warning Type Code	A(1)	E = Error W = Warning	W
Delimiter	A(1)	Comma Delimiter	,
Electronic File Line Number	N(9)	Line number of the Shipping Services file containing the Detail Record in error.	2
Delimiter	A(1)	Comma Delimiter	,
Package Identification Code (PIC)	N(22)	Barcoded label number used to track the package.	9102123456789123456789
Delimiter	A(1)	Comma Delimiter	,
The description of the Field in the Shipping Services file that contains an Error or Warning	A(22)	The field in the error warning files containing the error or warning.	PM-02
Delimiter	A(1)	Comma Delimiter	,
Error/Warning Message	A(60)	Reason Shipping Services file field is in error or warning.	INVALID PRODUCTS OR CLASS OF MAIL/SERVICE TYPE CODE COMBO

Table 6-4: Payment Extract Data Format - Header Record

Field Name	Format / Max Size	Description/Example	Mapping Column/Table (eVS Internal Use)
Record Type	A(2)	H1	
Delimiter	A(1)	Comma (,)	
File Version Number	A(3)	Version Control Number - 1.0	
Delimiter	A(1)	Comma (,)	
Transaction ID	A(12)	Transaction ID from the Manifest File YYYYMMDD####, 200911060001	TRANSACTION_ID in P_DC_HEADER_INFO / P_DC_HEADER_FILTERED
Delimiter	A (1)	Comma (,)	
EFN (Main Header Record)	A(34)	9150128212375050403731 (V1.4) 92750010101010100000000121 (V1.5)	FILE_NUMBER in P_DC_HEADER_INFO / P_DC_HEADER_FILTERED
Delimiter	A(1)	Comma (,)	
EFN (Sub Header Record)	A(34)	9150128212375050403731 (V1.4) 92750010101010100000000121 (V1.5)	SUB_FILE_NUMBER in P_DC_SUB_HEADER_INFO or FILE_NUMBER in P_DC_HEADER_FILTERED
Delimiter	A(1)	Comma (,)	
Mailing Date/Time	A(14)	Mailing Date/Time from the Manifest File YYYYMMDDHHMISS	MAILING_DATE_TIME in P_DC_HEADER_INFO/P_DC_HEADER_FILTERED
Delimiter	A(1)	Comma (,)	
Processing Date/Time	A(14)	Date/Time when manifest file was processed by the payment system. YYYYMMDDHHMISS	ACTIVITY_DATE in P_DC_HEADER_INFO / P_DC_HEADER_FILTERED
Delimiter	A(1)	Comma (,)	
Entry Facility ZIP	A(5)	Entry Facility ZIP Code from the Manifest File - 22201	ENTRY_FACILITY in P_DC_SUB_HEADER_INFO / P_DC_HEADER_FILTERED
Delimiter	A(1)	Comma (,)	
Entry Facility ZIP+4	A(4)	Entry Facility ZIP+4 Code from the Manifest File - 9998	ENTRY_FACILITY in P_DC_SUB_HEADER_INFO / P_DC_HEADER_FILTERED

Table 6-5: Payment Extract Data File Formant - Detail Line

Field Name	Format / Max Size	Description/ Example	Mapping Column/Table (eVS Internal Use)
Record Type	A(2)	D1	
Delimiter	A(1)	Comma (,)	
PIC	A(34)	9156010101010131776161 (V1.4) 92023020202020100000001161 (V1.5)	DC_DUNS_PKGID_DZIP in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Mail Class	A(2)	PM etc.	CLASS_OF_MAIL in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Processing Category	A(1)	3 (Machinable) etc.	PROCESSING_CATEGORY in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Weight	Numeric (9) defined as 99999.9999	14.3 lbs entered as 000143000	WEIGHT in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Dim Weight	Numeric (6) defined as 9999.99	7.88 lbs entered as 000788	DIM_WEIGHT in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Length	Numeric (5) defined as 999.99	30.25 entered as 03025	LENTH in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Width	Numeric (5) defined as 999.99	12.75 entered as 01275	WODTH in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Height	Numeric (5) defined as 999.99	2.50 entered as 00250	HEIGHT in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Package Destination ZIP	A(5)	22201	DESTINATION_ZIP in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED

Table 6-5 (continued)

Field Name	Format / Max Size	Description/ Example	Mapping Column/Table (eVS Internal Use)
Delimiter	A(1)	Comma (,)	
Destination ZIP+4	A(4)	1234	DESTINATION_ZIP_PLUS4 in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Destination Rate Indicator	A(1)	'D' – DDU etc.	DESTINATION_RATE_IND in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Rate Indicator	A(2)	SP	RATE_IND in P_DC_DETAIL_REC01 /P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Zone	A(2)	Zone 3 entered as 03	ZONE in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Postal Routing Barcode	Numeric (1)	0 no barcode etc.	ROUTING_BARCODE in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Extra Service Code- 1 st Service	A(3)	01	SPECIAL_SERVICE_CODE1 in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Fee for Extra Service Code- 1 st Service	Numeric (6) defined as 9999.99	\$0.19 entered as 000019	SPECIAL_SERVICE_FEE1 in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Extra Service Code- 2nd Service	A(3)	915	SPECIAL_SERVICE_CODE2 in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Fee for Extra Service Code- 2nd Service	Numeric (6) defined as 9999.99	\$1.40 entered as 000140	SPECIAL_SERVICE_FEE2 in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED

Table 6-5 (continued)

Field Name	Format / Max Size	Description/ Example	Mapping Column/Table (eVS Internal Use)
Delimiter	A(1)	Comma (,)	
Extra Service Code- 3rd Service	A(3)	935	SPECIAL_SERVICE_CODE3 in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Fee for Extra Service Code- 3rd Service	Numeric (6) defined as 9999.99	\$1.40 entered as 000140	SPECIAL_SERVICE_FEE3 in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Discount Type	A(2)	D1	??? in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Discount Amount	Numeric (7) defined as 9999.999	\$1.656 entered as 0001656	??? in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Surcharge Type	A(2)	A1	SURCHARGE_TYPE in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Surcharge Amount	Numeric(7) defined as 9999.999	\$1.656 entered as 0001656	SURCHARGE_AMOUNT in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
Delimiter	A(1)	Comma (,)	
Customer Reference Number	A(30)	Customer's Internal Reference Number	
Delimiter	A(1)	Comma (,) ¹	
* Price Type (Commercial, Commercial Plus etc.)	Alphanumeric(3)	'P' – Published 'CB' – Commercial Base (For PM/EX) 'CP' – Commercial Plus (For PM/EX) 'CPC' – Commercial Plus Cubic (For PM) 'C' - Contract	PRICE_TYPE in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
* Delimiter	A(1)	Comma (,)	

¹ Delimiter should not be include for the partial payment file.

Table 6-5 (continued)

Field Name	Format / Max Size	Description/ Example	Mapping Column/Table (eVS Internal Use)
* Mailer Postage	Numeric(7) defined as 9999.999	\$5.69 entered as 0005690	POSTAGE in P_DC_DETAIL_REC01/P_DC_DETAIL_REC01_FILTERED
* Delimiter	A(1)	Comma (,)	
* USPS Calculated Manifest Postage	Numeric(7) defined as 9999.999	\$5.69 entered as 0005690	CALC_TOTAL_POSTAGE in P_DC_DETAIL_REC01 or 0 if present in P_DC_DETAIL_REC01_FILTERED
* Delimiter	A(1)	Comma (,)	
* Payment Status	A(20)	'PROCESSED' 'PENDING' 'ERROR' 'CLOSED'	STATUS column in E_PSTG_STMT_STATUS table (eVS) PAYMENT_PROCESSED column in P_POSTAGE_STATEMENT_SUM_FLAG table (PRS) Or blank if present in P_DC_DETAIL_REC01_FILTERED table
* Delimiter	A(1)	Comma (,)	
* CAPS Transaction ID	A(19)	'2010032217250900M2'	NATL_TRAN_NBR COLUMN IN P_TRAN TABLE

NOTE: * Fields NOT included in the partial payment extract.

7 Communications

File Transmission Methods

Prior to attempting to transmit Shipping Services files to the Postal Service for Confirmation Services, you must be established with a Logon ID and Password. This is accomplished through an application process.

NOTE: Although you may choose from three (3) primary ways of sending and receiving data from the Postal Service, only one method is selected and is available to you after certification. If you find that you need to change the transmission method, please contact Confirmation Services Support at 877-264-9693 and they will modify your account.

Multiple Shipping Services files may be combined (concatenated) and sent together in one transmission. There is no limit to the number of Shipping Services files that may be sent in any single file transmission. A Shipping Services file is defined as one Header Record with any number of Detail Records tendered at one physical location.

A unique Shipping Services file is required for mail tendered to each different Postal Service entry facility. In the Header Record of the Shipping Services file, the entry facility ZIP Code Field must contain the ZIP Code represented by the Postal Service facility where the mail is tendered.

The Shipping Services file for Confirmation Services should be transmitted to the Postal Service before or at the time that mail is tendered to the Postal Service.

Customers must transmit their Shipping Services Files to the Postal Service Product Tracking System (PTS) using one of the following communication protocols: File Transfer Protocol (FTP), Electronic Data Interchange Internet Applicability Standard 2 (EDIINT AS2) or Secure File Transfer Protocol (SFTP).

1. File Transfer Protocol (FTP)

USPS provides an FTP solution to allow direct transmissions of files to USPS and for delivery of files to business partner FTP servers. Standard FTP commands are used for sending files. Do not send compressed files via the Internet. You may not send self-extracting files or files that require a Password to decompress.

2. Electronic Data Interchange Internet Applicability Standard 2 (EDIINT AS2)

This option requires that the Business Partner also use an EDIINT AS2 capable software product. There are more than 20 interoperable EDIINT AS2 certified software products currently available. Mailers wishing to use Electronic Data Interchange should contact Confirmation Services Support at 877-264-9693 to be established as an EDIINT AS2 trading partner.

3. Secure File Transfer Protocol (SFTP)

USPS provides an SFTP solution to allow direct transmissions of files to USPS and for delivery of files to business partner SFTP servers. USPS also provides a solution for business partners that do not have an SFTP server to use SFTP to PUT/deposit and GET/pick-up files. Mailers are required to utilize a secure file transfer method when transmitting manifest files for electronic verification system (eVS) to the Postal Service. Mailers wishing to use secured transmission should contact Confirmation Services Support at 877-264-9693 to determine the best method for secure file transmission.

Things to Know about File Transmissions

1. Mailers are required to utilize a secure file transfer method when transmitting manifest files for Electronic Verification System (eVS) to the Postal Service and when retrieving BPOD signature information.

2. Although you may choose from three (3) primary ways of sending and receiving data from the Postal Service, only one method is selected and is available to you after certification. If you find that you need to change the transmission method, please contact Confirmation Services Support at 877-264-9693 and they will modify your account.
3. Prior to attempting to transmit Shipping Services files to the Postal Service for Confirmation Services, customers must be established with a Logon ID and Password. This is accomplished through an application process described in Chapter 2, Getting Started.
4. Multiple Shipping Services files may be combined (concatenated) and sent together in one transmission. There is no limit to the number of Shipping Services files that may be sent in any single file transmission. A Shipping Services file is defined as one Header Record with any number of Detail Records tendered at one physical location.
5. A unique Shipping Services file is required for mail tendered to each different Postal Service entry facility. In the Header Record of the Shipping Services file, the entry facility ZIP Code Field must contain the ZIP Code represented by the Postal Service facility where the mail is tendered.
6. The Shipping Services file for Confirmation Services should be transmitted to the Postal Service before or at the time which mail is tendered to the Postal Service.

Server Names

Production Server Names

The server ***ftp-in.usps.gov*** is where you will send production files to the Postal Service.

The server ***ftp-out.usps.gov*** is where you will retrieve production files from the Postal Service.

Sending Shipping Services Files

Throughout these instructions, the term “**server name**” refers to the Production server name and the term “**logonid**” refers to the mailer’s Postal Service Logon ID; for example, mmc001.

When either the “**server name**” or “**logonid**” term is used, the appropriate server name and your Logon ID should be substituted in the commands. For security purposes, your Internet connection must have forward/reverse lookup enabled.

NOTE: All file names, directories, ***logonid*** and ***password*** are ***case sensitive***.

The servers use standard FTP commands and can be accessed using any standard GUI or the command line. The example commands used here are typical for use of the of command line FTP client software. Please refer to your software’s documentation for specific information on using a GUI software application.

Step	Notes
Connect to the Internet, using FTP client software. Server name using your logonid and password .	<i>Example: ftp-in.usps.gov using your logonid and password</i>
Change the directory to /home/delconf/incoming (all lowercase)	This is the directory where you will be placing your Shipping Services files.
Set the transmission mode to ASCII. Files sent to the Postal Service Internet server must not be compressed.	

Step	Notes
Files must be sent using the following naming convention: <logonid>.manifest	<i>Example: mmcw93.manifest</i>
If sending multiple separate files, <i>in one session or in multiple sessions within a few minutes of each other</i> , use the following naming convention for subsequent files to avoid overwriting your previous file(s): <logonid><seq>.manifest	<i>Example: mmcw93a.manifest</i> Begin with the letter a for the sequence identifier and continue with b, c, etc. for subsequent files.
Use the put command to transfer the file to the directory: /home/delconf/incoming	<i>Example: put <localfilename> <logonid>.manifest</i>
When sending Shipping Partner Event Code Files , use the following naming convention: <logonid>.consolid	
If sending multiple Shipping Partner Event Code Files , <i>in one session or in multiple sessions within a few minutes of each other</i> , use the following naming convention for subsequent files to avoid overwriting your previous file(s): <logonid><seq>.consolid	<i>Example: mmcw93a.consolid</i>

Retrieving Shipping Services files

Step	Notes
Connect to the Internet, using FTP client software. Server name using your logonid and password .	<i>Example: ftp-out.usps.gov</i> using your logonid and password
Change the directory to /red/logonid/incoming (all lowercase).	This is the directory where you will be retrieving your Shipping Services files.
To see what files are available for pickup, use the directory list command. The command is: dir .	
Retrieve the file(s) using the name(s) from the directory: /red/logonid/incoming	<i>Example: get errwrno.rpt.11203520</i>
Copy the files to your local computer.	
The Postal Service maintains 30 days worth of files on the server. You may choose to delete the files from the Postal Service server. If you do not delete the files, the Postal Service will automatically delete the oldest copy of each file type on the 31 st day. To delete the file, use the del command.	<i>Example: del errwrno.rpt.MMddhhmm</i>

Report File Names

Report Name	File Name
Confirmation/Error/Warning Report	errwrno1.rpt.MMddhhmm
Scan Extract File	detextro1.rpt.MMddhhmm
Unmanifested File	wkextro1.rpt.MMddhhmm
eVS Postage Extract - Complete	eVSPaymentComplete-MID-YYMMDD#####.pse
eVS Postage Extract - Partial	eVSPaymentPartial-MID-YYMMDD#####.pse
Shipping Partner Confirmation/Error/Warning Report	errwrno2.rpt.MMddhhmm

MMddhhmm signifies the following:

MM = numeric representation of the month.

dd = day of the month.

hhmm = the hour and minute that the file or report was generated.

8 Product Specific Information

Bulk Proof of Delivery Program

The Bulk Proof of Delivery program gives mailers the ability to receive signature Proof of Delivery records on applicable mailpieces without requesting them individually. This enhancement allows mailers to retain records longer than the Postal Service retention period and provides mailers a more efficient way to handle signature records.

The Bulk Proof of Delivery program is available to mailers who participate in the Express Mail Manifesting program. Signature Confirmation electronic option program, the electronic Certified Mail program, and the Signature Confirmation retail options when mailers print their own labels. Other Extra Services are also available with Bulk Proof of Delivery (see Publication 80, *Bulk Proof of Delivery Program*).

The mailer's Mailer ID (or the Mailer ID of a registered third-party with whom the mailer is working) must be used in the barcoded label or be placed in a Shipping Services file to participate. Mailers can receive Bulk Proof of Delivery records on CD-ROM or a signature extract file accessed using FTP. CD-ROMs are produced twice a month — on the first day and the fifteenth day. The signature extract file is produced weekly. The Postal Service protects all PDF files using 128-bit RC4 encryption techniques and provides a customer-specific key code to the mailer or the mailer's approved third-party designee to access the data. A mailer must use its key code to access its encrypted PDF files. You may use Acrobat Adobe Reader 7 or higher for viewing, searching, and printing.

Additional information can be found in Publication 80, *Bulk Proof of Delivery Program*, which is available online at www.usps.com/publications.

Critical Mail™

Critical Mail is a new shipping option for Priority Mail Commercial Plus customers who send documents, tickets, and other urgent materials. Critical Mail pieces are charged a flat rate regardless of domestic destination or weight up to 3.0 ounces for letters and 13 ounces for flats. Critical Mail is for automation-compatible letters and flats with packaging supplied exclusively by the USPS.

Critical Mail includes Delivery Confirmation at no additional charge, with additional Extra Services such as Signature Confirmation and Insurance at nominal fees. Critical Mail customers must be preapproved to use this product.

Customers using Permit Imprint on Critical Mail pieces must send ten (10) samples of each Critical Mail letter size and/or flat size envelopes with sample contents, addressing, Intelligent Mail® Barcode (IMB) and optional Confirmation Services barcode (if used) to the following address for certification:

Manager, Integrated Business Solutions
Shipping Services
475 L'Enfant PLZ SW Room 5149
Washington DC 20260-5149

Customers will receive a certification approval letter from the Manager, Integrated Business Solutions within 10 to 15 business days from receipt of samples. For more information, contact expeditedpackaging@usps.gov.

Critical Mail Requirements and Resources:

Product Specific Information

1. Critical Mail is available to Commercial Plus customers who meet the yearly volume thresholds or have a Commercial Plus Agreement.
2. Permit Imprint and PC Postage are acceptable payment methods for this product.
3. USPS Critical Mail packaging can be ordered by calling 1-800-610-8734.
4. An Intelligent Mail® barcode (IMb) is required on each piece with the deepest depth of coding through the CASS certification process with the intent of achieving the 11-digit Delivery Point ZIP Code™. The new IMb Service Type IDs for Critical Mail are:

060 – Critical Mail without Confirm® Services

760 – Critical Mail with Confirm® Services

For information on the IMb, go to the *Intelligent Mail® Barcode for Mailpieces* Web site at www.ribbs.usps.gov or contact the National Customer Support Center at 1-877-640-0724.

Critical Mail customers are eligible for Confirm® Service through the use of the Intelligent Mail barcode. For more information on Confirm Services, Publication 197 can be found on the *Mail Tracking and Reporting* Web site at <https://mailtracking.usps.com/> or contact the National Customer Support Center at 1-800-238-3150.

5. Delivery Confirmation Services (electronic option only) is optional for this product.
 - When used, only **non-concatenated** Delivery Confirmation barcodes are acceptable for Critical Mail. The Service Type codes are listed in Table 9-1 of this Publication.
 - Electronic file Type 5 (version 1.4c) and Type 2 (version 1.3) must meet the requirements as defined in this Publication. These file types can accommodate up to a nine-digit Routing ZIP Code although the IMb may contain up to an 11 digit Delivery Point ZIP Code.
 - New Rate Indicators for Critical Mail are as follows:
 - AL = Critical Mail Letter
 - AF = Critical Mail Flat
 - Must use a Delivery Exception Indicator (No Weekend/ Holiday Delivery field, position 63 on Detail 1 Record):
 - P= Adjusted Service Standard for PM or CM

Express Mail Manifesting

Express Mail Manifesting is an enhancement to the standard use of Express Mail service. It allows mailers to generate and print their own one-part Express Mail labels. It also allows the payment of postage to be done electronically by deducting postage from a mailer's Express Mail Corporate Account.

The basic process for Express Mail Manifesting mirrors Confirmation Services in that mailers:

- Apply the barcoded label on the package.
- Send a file with the barcode and related information to the Postal Service.
- Tender the mail to the Postal Service.
- Receive delivery information in their extract files or look up on the Postal Service's Track & Confirm Web site at www.usps.com. Express Mail customers can also access tracking information through a toll-free telephone line or the Track/Confirm API.

To qualify to use Express Mail Manifesting, mailers must have an Express Mail Corporate Account and will need to pass a "test" to certify they can produce the labels and send the files in accordance with our technical specifications.

NOTE: Express Mail Manifesting requires separate and unique testing independent of Confirmation Services. Publication 97, *Express Mail Manifesting Technical Guide*. Publication 97 is available on RIBBS at http://ribbs.usps.gov/mac/documents/tech_guides/PUBS/.

Open and Distribute

Mailers wishing to send Priority Mail Open and Distribute and/or Express Mail Open and Distribute containers must be certified to print the label. Mailers who have already obtained a confirmation services certification must also obtain a specific Priority Mail Open and Distribute or Express Mail Open and Distribute certification in order to use the service.

Priority Mail Open and Distribute Service

Priority Mail Open and Distribute (PMOD) is a premium service that allows mailers to expedite the transportation of shipments of other classes of mail to destination delivery units and mail processing facilities using Priority Mail. Customers must place mailpiece contents into an approved USPS Priority Mail container (sack, tray, or tub), affix the standard Priority Mail Open and Distribute address label barcode that includes Service Type Code 55 to the container, and present the container at a Business Mail Entry Unit (BMEU) or authorized acceptance location. The mailer ID must be unique for customers using Shipping Assistant.

The contents of the Priority Mail Open and Distribute container may include any products or class of mail, except Express Mail. Postage is paid based on the weight of the contents of the Priority Mail Open and Distribute container. Once received at the destination facility, the container address label barcode is scanned and the enclosed mail is processed appropriately to the mail class.

The following requirements must be met to use Priority Mail Open and Distribute service:

1. For each container, the mailer will affix a GS1-128, Service Type Code 55 address label barcode with human-readable text above the barcode of "USPS Scan On Arrival", on a green Tag 161 going to mail processing facilities (NDC, SCF, ADC, or ASF), a pink Tag 190 for destination delivery units (DDUs) or an Open and Distribute tray box that is used for both processing facilities and DDUs.
2. The mailer sends an electronic shipping file, consistent with the rules as outlined in this Publication, which includes Service Type Code 55 for the Priority Mail Open and Distribute container. Mailers are not required to send files when labels are generated by the US Postal Service's, Shipping Assistant or web tools.
3. The mailer presents the container with the affixed address label barcode and tag to the Business Mail Entry Unit or authorized USPS facility with a prepared PS Form 3152, *Confirmation Services Certificate*. PS Form 3152 shall contain a barcode representing the electronic file number used in the Header Record for the Shipping Services file. If the mailing within the container is paid by permit imprint, the mailers must present the entire mailing to the Business Mail Entry Unit where the permit is held.
4. After contents and postage of each Priority Mail Open and Distribute container are verified, the barcode on PS Form 3152 will be scanned as accepted by the BMEU or authorized acceptance location.
5. Priority Mail Open and Distribute labels that are addressed to:
 - an SCF, ASF, or ADC must reflect the 3-digit ZIP Code
 - an NDC must reflect the 5-digit ZIP Code
 - a DDU must reflect the complete address, including the ZIP+4 Code.
6. Priority Mail Open and Distribute may be used on electronic file type "2" (Tracking File) or type "E" (Mixed Classes) when the mailer has been certified to use that particular file type.

Product Specific Information


7. Use a barcoded label containing 2-digit Service Type Code 55, barcode symbology GS1-128.
8. Must include the applicable Destination Rate Indicator in the D1 record such as:
 - A = Distribution Area Distribution Center (DADC)
 - B = Destination Network Distribution Center (DNDC)
 - D = Destination Delivery Unit (DDU)
 - F = Auxiliary Service Facility (ASF)
 - S = Destination Sectional Center Facility (DSCF)
9. Must validate the ZIP Code used in the Shipping Services file Detail 1 Record using the Facility Access and Shipment Tracking (FAST) System, which is available at the Postal Service Web site at <https://fast.usps.com>.

Priority Mail Open and Distribute service provides the date, time, city, state, and ZIP Code of the location where the container was received. Mailers may expect to see a scan event, "Received at Opening Unit," for their Priority Mail Open and Distribute containers.

Depicted below is an example of the PMOD label with the various addressing requirements.

Exhibit 8-1: Priority Mail Open and Distribute Label

NOTE: The barcode label depicted below is for **illustration** purposes only.

OPEN AND DISTRIBUTE AT: DDU – FAIRFAX POST OFFICE 10660 PAGE AVE FAIRFAX VA 22030-9998	<div><div>P</div><div>PRIORITY MAIL US POSTAGE PAID PERMIT # CITY, STATE</div></div> <div>USPS PRIORITY MAIL ®</div> <div>ABC COMPANY 111 UNIVERSAL WAY EAST WINDSOR CT 06088</div> <div>OPEN AND DISTRIBUTE AT: NDC WASHINGTON DC 20799</div> <div>MAIL CLASS ENCLOSED: STANDARD MAIL PARCELS</div> <div>USPS SCAN ON ARRIVAL</div> <div></div> <div>420 20799 9155 9123 4567 8060 3196 22</div>
OPEN AND DISTRIBUTE AT: ADC WASHINGTON DC 200	
OPEN AND DISTRIBUTE AT: ASF SALT LAKE CITY UT 841	
OPEN AND DISTRIBUTE AT: SCF WASHINGTON DC 200	
OPEN AND DISTRIBUTE AT: NDC WASHINGTON DC 20799	

Express Mail Open and Distribute Service

Express Mail Open and Distribute is a premium service that allows mailers to expedite the movement of shipments of any class or subclass of mail between the acceptance unit and domestic postal facilities using Express Mail. Customers must place mailpiece contents into an approved USPS container (sack or USPS supplied tray box), affix the Express Mail Open and Distribute address label barcode to the container, and present the container to the Business Mail Entry Unit (BMEU) or authorized acceptance location before the critical acceptance time for Express Mail. The contents of the Express Mail Open and Distribute container may include any products or class of mail, except Express Mail. Postage is paid based on the weight and zone for the contents of the Express Mail Open and Distribute container. Once received at the destination facility, the container address label barcode is scanned and the enclosed mail is processed appropriately for the mail class.

The following requirements must be met to use Express Mail Open and Distribute service:

1. For each container mailers will affix a barcoded address label. All address labels will contain the human- readable text above the barcode of "USPS Scan On Arrival", affixed to either a yellow Tag 267 for containers destined to mail processing facilities (NDC, SCF, ADC, or ASF) or a blue Tag 257 for destination delivery units (DDUs). Alternatively, an Express Mail flat rate envelope with a blue Label 257S can be used for destination delivery units or an Open and Distribute tray box can be used for both processing facilities and DDUs.
2. The mailers will send a Shipping Services file, consistent with the rules outlined in this Publication, which includes the label number for the Express Mail Open and Distribute container.
3. The mailers will present the container with the affixed address label barcode and tag to the Business Mail Entry Unit or authorized USPS acceptance facility with a prepared PS Form 3152-E, *Express Mail Manifesting Certification*. PS Form 3152-E shall contain a barcode representing the electronic file number used in the Header Record of the Shipping Services file.
4. After contents and postage of each Express Mail Open and Distribute container are verified, the barcode on PS Form 3152-E will be scanned as accepted by the BMEU or authorized acceptance location.
5. Express Mail Open and Distribute labels that are addressed to:
 - an SCF, ASF or ADC must reflect the 3-digit ZIP Code
 - an NDC must reflect the 5-digit ZIP Code
 - a DDU must reflect the complete address, including the ZIP+4 Code.
6. Must use electronic shipping file format version 1.3 and may use electronic file type '2' (Tracking Only), '3' (Express Mail Manifest using EMCA) or 'E' (PC Postage Vendors).
7. Must use a valid thirteen digit barcoded label containing a prefix of "DB" in either the USS 128 or Code 39 barcode symbology.
8. Must obtain a label range from the Confirmation Services Support upon certification.
9. Must include the Destination Rate Indicator that represents the destination location:
 - A = Distribution Area Distribution Center (DADC)
 - B = Destination Network Distribution Center (DNDC)
 - D = Destination Delivery Unit (DDU)
 - F = Auxiliary Service Facility (ASF)
 - S = Destination Sectional Center Facility (DSCF)

Product Specific Information

10. Must use a Delivery Exception Indicator (No Weekend/ Holiday Delivery field, position 63 on Detail 1 Record) to indicate End of Day delivery option:

- E = Scheduled End of Day

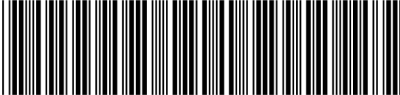
11. Must validate the destination ZIP Code used in the Shipping Services file Detail 1 Record using the Facility Access and Shipment Tracking (FAST) System, which is available at the Postal Service Web site at <https://fast.usps.com>.

Express Mail Open and Distribute service provides the date, time, city, state, and ZIP Code of the location where the container was received. Mailers may expect to see a scan event, "Received at Opening Unit," for their Priority Mail Open and Distribute containers.

Depicted below is an example of the EMOD label with the various addressing requirements.

Exhibit 8-2: Express Mail Open Distribute Label

NOTE: The barcode label depicted below is for **illustration** purposes only.

OPEN AND DISTRIBUTE AT: DDU – FAIRFAX POST OFFICE 10660 PAGE AVE FAIRFAX VA 22030-9998	<div><div>E</div><div>US POSTAGE PAID EMCA (CUSTOMER NAME OR CORPORATE ACCT #)</div></div> <div>USPS EXPRESS MAIL®</div> <div>ABC Company 11111 Universal Way East Windsor CT 06088</div> <div>OPEN AND DISTRIBUTE AT: NDC WASHINGTON DC 20799</div> <div>MAIL CLASS ENCLOSED: STANDARD MAIL PARCELS</div> <div>USPS SCAN ON ARRIVAL</div> <div></div> <div>DB 1234 5678 4 US</div>
OPEN AND DISTRIBUTE AT: ADC WASHINGTON DC 200	
OPEN AND DISTRIBUTE AT: ASF SALT LAKE CITY UT 841	
OPEN AND DISTRIBUTE AT: SCF WASHINGTON DC 200	
OPEN AND DISTRIBUTE AT: NDC WASHINGTON DC 20799	

Merchandise Return Service

Merchandise Return Service allows an authorized permit holder to pay the postage and extra service fees on single-piece First-Class Mail, Priority Mail®, and Package Services parcels that are sent to the permit holder by the permit holder's customers using a special label produced by the permit holder.

Merchandise Return Service is available to the permit holder for mailing to the postage due unit at any Post Office where authorized by an approved application.

Barcode symbology GS1-128 must be used on the labels. Prior to use, the design of the label must be approved and be in compliance with Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®) 507.11, which includes information on the label format for Merchandise Return Service.

Merchandise Return Service labels generated by the Shipping Assistant from the US Postal Service are pre-approved for use. Additional information on the Shipping Assistant may be found at www.usps.com/shippingassistant.

9 Tables

This chapter contains the following tables:

- Table 9-1, Products or Class of Mail/Service Type Codes
- Table 9-2, Extra Service Codes
- Table 9-3, Surcharge Type Codes
- Table 9-4, Event Codes
- Table 9-5, Rate Indicators
- Table 9-6, Shipping Services file Type
- Table 9-7, Processing Category Codes
- Table 9-8, Delivery Option Indicators
- Table 9-9, Error Messages That Cause Rejection of Entire Shipping Services file
- Table 9-10, Detail Record Error Messages That Cause Non-acceptance of Record
- Table 9-11, Header Record Warning Messages That DO NOT Cause File Rejection
- Table 9-12, Detail Record Warning Messages That DO NOT Cause File Rejection

Table 9-1: Products or Class of Mail/Service Type Codes

Products or Class of Mail Code	Service Type Code	Service Level	Other / Special Service	Service Banner Text
Products or Class of Mail Code (Detail Record Positions 003–004)				
Service Type Code (Detail Record Positions 007–008)				
Certified Mail				
FC, PM	71	Certified Mail	N/A	USPS CERTIFIED MAIL
Delivery Confirmation Service				
CM	01	Critical Mail	None	USPS DELIVERY CONFIRMATION
PM	01	Priority Mail	None	USPS DELIVERY CONFIRMATION
FC	01	First-Class Mail Parcels	None	USPS DELIVERY CONFIRMATION
BB	02	Package Services — Bound Printed Matter	None	USPS DELIVERY CONFIRMATION
BL	02	Package Services — Library Mail	None	USPS DELIVERY CONFIRMATION
BP	02	Package Services — Parcel Post	None	USPS DELIVERY CONFIRMATION
BS	02	Package Services — Media Mail	None	USPS DELIVERY CONFIRMATION
PS	02	Parcel Select	None	USPS DELIVERY CONFIRMATION
SA	02	Standard Mail- Parcels	None	USPS DELIVERY CONFIRMATION
PM/BP/FC	14	Priority Mail/Package Services/First-Class Mail Parcels	For use by software vendors only. (Approval required through Program Office.)	USPS DELIVERY CONFIRMATION
Combinations with Delivery Confirmation Service				
PM	05	Priority Mail	Insured (value > \$200)	USPS INSURED
FC	05	First-Class Mail Parcels	Insured (value > \$200)	USPS INSURED
BB	06	Package Services — Bound Printed Matter	Insured (value > \$200)	USPS INSURED
BL	06	Package Services — Library Mail	Insured (value > \$200)	USPS INSURED
BP	06	Package Services — Parcel Post	Insured (value > \$200)	USPS INSURED
BS	06	Package Services — Media Mail	Insured (value > \$200)	USPS INSURED
PS	06	Parcel Select	Insured (value > \$200)	USPS INSURED
Combinations with Delivery Confirmation Service(Continued)				

Tables

Products or Class of Mail Code	Service Type Code	Service Level	Other / Special Service	Service Banner Text
CM	07	Critical Mail	Insured (value ≤\$200)	USPS DELIVERY CONFIRMATION
PM	07	Priority Mail	Insured (value ≤ \$200)	USPS DELIVERY CONFIRMATION
FC	07	First-Class Mail Parcels	Insured (value ≤ \$200)	USPS DELIVERY CONFIRMATION
BB	08	Package Services — Bound Printed Matter	Insured (value ≤ \$200)	USPS DELIVERY CONFIRMATION
BL	08	Package Services — Library Mail	Insured (value ≤ \$200)	USPS DELIVERY CONFIRMATION
BP	08	Package Services — Parcel Post	Insured (value ≤ \$200)	USPS DELIVERY CONFIRMATION
BS	08	Package Services — Media Mail	Insured (value ≤ \$200)	USPS DELIVERY CONFIRMATION
PS	08	Parcel Select	Insured (value ≤ \$200)	USPS DELIVERY CONFIRMATION
PM	09	Priority Mail	COD	USPS COD
FC	09	First-Class Mail Parcels	COD	USPS COD
BB	10	Package Services — Bound Printed Matter	COD	USPS COD
BL	10	Package Services — Library Mail	COD	USPS COD
BP	10	Package Services — Parcel Post	COD	USPS COD
BS	10	Package Services — Media Mail	COD	USPS COD
PS	10	Parcel Select	COD	USPS COD
Electronic File Header Record*				
N/A	50	Priority Mail/First-Class Mail Parcels, Package Services, and Standard Mail Parcels *USED IN THE HEADER RECORD/Electronic File Number Field ONLY	None	N/A
Express Mail				
EX	40	Express Mail	N/A	USPS EXPRESS MAIL®
EX	43	Express Mail Insurance	N/A	USPS EXPRESS MAIL®
Express Mail Open and Distribute				
EX	DB	Express Mail Open and Distribute	N/A	USPS SCAN ON ARRIVAL
Insurance*				

Products or Class of Mail Code	Service Type Code	Service Level	Other / Special Service	Service Banner Text
N/A	73	Priority Mail/First-Class Mail Parcels, Package Services, and Standard Mail Parcels *Important Note: Insurance-only items cannot be included in an Shipping Services file	Insured ONLY (value >\$200)	USPS INSURED
Merchandise Return Service				
FC, PM, BB, BL, BP, BS	84	Merchandise Return Service	N/A	ZIP – MERCHANDISE RETURN SERVICE
Merchandise Return with Delivery Confirmation Service				
N/A	82	Priority Mail, Package Services, Standard Mail Parcels	None	USPS DELIVERY CONFIRMATION
N/A	83	Priority Mail, Package Services, Standard Mail Parcels	Insured (value > \$200)	USPS DELIVERY CONFIRMATION
N/A	85	Priority Mail, Package Services, Standard Mail Parcels	Insured (value > \$200)	USPS DELIVERY CONFIRMATION
Parcel Return Service				
PM, BP, PS	58	Parcel Return Service	N/A	ZIP - PARCEL RETURN SERVICE
Passive Enroute Scan				
N/A	56	Priority Mail/First-Class Mail Parcels, and Package Services	None	No human-readable barcode text
Priority Mail Open and Distribute Service				
PM	55	Priority Mail Open and Distribute	N/A	USPS SCAN ON ARRIVAL
Signature Confirmation Service				
CM	21	Critical Mail	None	USPS SIGNATURE CONFIRMATION
PM	21	Priority Mail	None	USPS SIGNATURE CONFIRMATION
FC	21	First-Class Mail Parcels	None	USPS SIGNATURE CONFIRMATION
BB	22	Package Services — Bound Printed Matter	None	USPS SIGNATURE CONFIRMATION
BL	22	Package Services — Library Mail	None	USPS SIGNATURE CONFIRMATION
BP	22	Package Services — Parcel Post	None	USPS SIGNATURE CONFIRMATION
BS	22	Package Services — Media Mail	None	USPS SIGNATURE CONFIRMATION
PS	22	Parcel Select	None	USPS SIGNATURE CONFIRMATION
Signature Confirmation Service (Continued)				

Tables

Products or Class of Mail Code	Service Type Code	Service Level	Other / Special Service	Service Banner Text
PM/BP/FC	34	Priority Mail/Package Services/First-Class Mail Parcel	For use by software vendors only. (Approval required through Program Office.)	USPS SIGNATURE CONFIRMATION
Combinations with Signature Confirmation Service				
CM	25	Critical Mail	Insured (all values)	USPS INSURED
PM	25	Priority Mail	Insured (all values)	USPS INSURED
FC	25	First-Class Mail Parcels	Insured (all values)	USPS INSURED
BB	26	Package Services — Bound Printed Matter	Insured (all values)	USPS INSURED
BL	26	Package Services — Library Mail	Insured (all values)	USPS INSURED
BP	26	Package Services — Parcel Post	Insured (all values)	USPS INSURED
BS	26	Package Services — Media Mail	Insured (all values)	USPS INSURED
PS	26	Parcel Select	Insured (all values)	USPS INSURED
PM	29	Priority Mail	COD	USPS COD
FC	29	First-Class Mail Parcels	COD	USPS COD
BB	30	Package Services — Bound Printed Matter	COD	USPS COD
BL	30	Package Services — Library Mail	COD	USPS COD
BP	30	Package Services — Parcel Post	COD	USPS COD
BS	30	Package Services — Media Mail	COD	USPS COD
PS	30	Parcel Select	COD	USPS COD
Retail Service				
N/A	04	Priority Mail & Package Services	Delivery Confirmation	USPS DELIVERY CONFIRMATION
N/A	24	Priority Mail/Package Services	Signature Confirmation	USPS SIGNATURE CONFIRMATION

Table 9-2: Extra Services Codes

Extra Services Codes	
D1 Record Positions	
080–081, 087–088, 094–095, 101–102, 108–109, 115–116	
01	Delivery Confirmation
02	Signature Confirmation
03	Certified Mail
04	Insured Mail
05	COD (Collect on Delivery)
06	Return Receipt (Electronic)/ Return Receipt
07	Return Receipt for Merchandise
08	Restricted Delivery
09	Certificate of Mailing
10	Registered Mail
11	Special Handling (less than or equal to 10 lbs.)
12	Special Handling (more than 10 lbs.)
13	Bulk Insurance

Table 9-3: Surcharge Type Codes

Surcharge Type Codes	
D1 Record Positions 161–162	
A1	DDU Area Surcharge
A2	DSCF AREA SURCHARGE
A3	DNDC AREA SURCHARGE
A4	RDU AREA SURCHARGE
A5	RSCF AREA SURCHARGE
A6	RNDC AREA SURCHARGE
S1	Nonstandard Surcharge
S2	Balloon Surcharge — Priority Mail
S3	Balloon Surcharge — Parcel Post
S4	Nonmachinable Surcharge
S5	Oversize Surcharge
S7	Nonmachinable and Balloon Surcharge
S9	Non Machinable First-Class International

Table 9-4: Event Codes

NOTE: Scan Events 53, 54, 55, 56 will be provided with Express Mail and when a non Express Mail package is delivered at the same time as an Express Mail package.

Event Code	Event Name	
BE	Processed	
DX	Delivery Status Not Updated	
MA	Electronic Shipping Info Received	
MR	Picked Up And Processed By Agent	
OF	Out for Delivery	
PC	Sorting/Processing Complete	
RB	Processed	
TM	Shipment Acceptance	
01	Delivered	
02	Notice Left	→ Subset of Notice Left (02)
03	Accept or Pickup	52 Notice Left
04	Refused	53* Receptacle Blocked
05	Undeliverable as Addressed	54* Receptacle Full/Item Oversized
06	Forwarded	55* No Secure Location Available
07	Arrival at Unit	56* No Authorized Recipient Available
08	Missent	
09	Return to Sender	→ Subset of Return To Sender (09)
10	Processed	21 No Such Number
11	Dead Letter	22 Insufficient Address
14	Arrival at Pickup Point	23 Moved, Left No Address
15	Mis-shipped	24 Forward Expired
16	Available for Pickup	25 Addressee Unknown
17	Picked Up by Agent	26 Vacant
19	DC/eVS Arrive	27 Unclaimed
31	Return to Sender / Not Picked Up	28 Other
32	Dead Mail / Disposed by Post Office	29 Other
33	Dead Mail / Sent to Recovery Center	
35	Processed (Registered Mail Only)	
36	Processed (Registered Mail Only)	
38	Processed (Registered Mail Only)	
39	Processed (Registered Mail Only)	
40	Processed (Registered Mail Only)	
41	Received at Opening Unit	
42	USPS Handoff to Shipping Partner	
43	Picked Up	
44	Customer Recall	
45	Dispatched from International Service Center	
51	Business Closed	
80	Picked Up by Shipping Partner	
81	Arrived Shipping Partner Facility	
82	Departed Shipping Partner Facility	

Table 9-5: Rate Indicators

Rate Indicators Table	
D1 Record Positions 057-058 and 170-171	
3D	3-Digit Price
5D	5-Digit Price
5S	5-Digit Special Standard
AD	ADC Price
AF	Critical Mail Flat
AL	Critical Mail Letter
B3	3-Digit Balloon Rate
BA	Basic Price
BM	NDC Price
BN	Balloon Rate
BP	Basic Bound Printed Matter Pre-Bar Coded
BS	NDC Special Standard
C1	Cubic Pricing Tier 1
C2	Cubic Pricing Tier 2
C3	Cubic Pricing Tier 3
C4	Cubic Pricing Tier 4
C5	Cubic Pricing Tier 5
C6	Regional Rate Box A
C7	Regional Rate Box B
CB	Carrier Route Basic Price
CD	Express Mail Custom Design
CH	Carrier Route High Density Price
CP	Cubic Pricing
CR	Carrier Route Price
CS	Carrier Route Saturation Price
DN	Dimensional Nonrectangular Rate
DR	Dimensional Rectangular Rate
E1	Express Mail Same Day Airport Flat Rate
E3	Express Mail Flat Rate Hold For Pickup
E4	Express Mail Flat Rate Post Office To Addressee
E5	Express Mail Legal Flat Rate envelope – Hold for Pickup
E6	Express Mail Legal Flat Rate envelope – PO to Addressee
E7	Express Mail Legal Flat Rate Sun Holiday Fee - PO to Addressee
FA	Legal Flat Rate envelope
FB	Medium Flat Rate Box
FE	Flat Rate Envelope
FP	Padded Flat Rate Envelope
FS	Small Flat Rate Box
IG	P/Ps < 15 Lbs, Combined Length/Girth > 84" And <= 108" Subject To Balloon Rate
IM	Parcel Post/Parcel Select Between 108" And 130" Subject To Oversize Rate
MA	Mixed ADC Price
MB	Mixed NDC Price
N5	Nonprofit 5 Digit Price
NB	Nonprofit Non Profit Carrier Route Basic

Rate Indicators Table	
<i>D1 Record Positions 057-058 and 170-171</i>	
ND	Nonprofit NDC Price
NH	Nonprofit Carrier Route High Density
NM	Nonprofit NDC Mixed Price
NP	Nonpresorted Price
NR	Nonprofit Carrier Route Saturation
NT	Nonprofit 3 Digit Price
OS	Oversized
PA	Express Mail to Post Office Addressee
PG	PM < 15 Lbs Combined Length/Girth > 84" And <= 108" Subject To Balloon Rate
PL	Large Flat Rate Box
PM	Large Flat Rate Box APO/FPO
PP	Express Mail Hold For Pickup
PR	Presorted Price
RG	Regional Ground
S2	Single Piece – Parcel
SP	Single-Piece Price
UA	ADC under 1 pound
U3	3 digit under 1 pound
U5	5 digit under 1 pound
US	Single Piece under 1 pound

Table 9-6: Electronic File Type

Electronic file Type	
H1 Record Position 003	
1	Postage Payment File
2	Tracking Services (Confirmation Services)
3	Postage and Tracking File (Express Mail)
5	Electronic Verification
6	Registered Mail
7	Certified Mail
8	COD Mail
9	Return Receipt for Merchandise
A	Merchandise Return
C	Parcel Return Service
D	Global Air Parcels
E	Mixed Mail

Table 9-7: Processing Category Code

Processing Category Code	
D1 Record Position 055	
0	CARDS
1	LETTERS
2	FLATS
3	MACHINABLE PARCEL
4	IRREGULAR PARCEL
5	NONMACHINABLE PARCEL
6	NOT FLAT-MACHINABLE (LESS THAN 6 OUNCES OR MORE)
7	NOT FLAT-MACHINABLE (6 OUNCES OR MORE)
8	RESERVED
C	CATALOGS
O	OPEN AND DISTRIBUTE
R	RETURNS

Table 9-8: Delivery Exception Indicator

Delivery Exception Indicator	
D1 Record Position 063	
1	Normal Delivery
2	No Weekend Delivery
3	No Holiday Delivery
4	No Weekend or Holiday Delivery
5	No Saturday Delivery
6	No Sunday Delivery
7	Sunday Delivery
8	Holiday Delivery
9	No Sunday or Holiday Delivery
E	Scheduled End of Day
F	Scheduled End of Day No Sunday/Holiday Delivery
G	Scheduled End of Day No Weekend/Holiday Delivery
P	Adjusted Service Standard for PM or CM
R	Regional Ground

Table 9-9: Shipping Services file Error Messages: Error Messages That Cause Rejection of Entire Shipping Services file

Error Message	What It Means
H1 HEADER RECORD TYPE MISSING	Header Record is missing.
H1/D1 HEADER/DETAIL RECORD TYPES MISSING	The Shipping Services File Header Record Identifier of H1 and the Shipping Services File Detail Record Identifier of D1 are missing.
D1 - DETAIL RECORD(S) MISSING	There were no Detail Records sent with the Header Record.
ELECTRONIC FILE SERVICE TYPE CODE NOT = 50	The first two characters of the Electronic File Number in the Header Record must be Service Type Code 50.
INVALID MAILER ID	The Mailer ID in the Electronic File Number field of the Header Record is not a certified customer Mailer ID.
MAILER ID NOT NUMERIC	The Mailer ID in Electronic File Number field of the Header Record is not a numeric value.
ELECTRONIC FILE SEQUENCE NUMBER NOT NUMERIC	The sequential digits in the Electronic File Number field of the Header Record are not numeric (all spaces).
INVALID SEQUENCE NUMBER IN ELECTRONIC FILE-NUMBER	The sequential digits in the Electronic File Number field of the Header Record are not numeric.
INVALID MAILING DATE	The Mailing Date field in the Header Record must be a valid numeric date.
MAILING DATE NOT NUMERIC	The Mailing Date field in the Header Record is not a numeric value (no hyphens, slash symbols, etc.).
INVALID MAILING TIME	The Mailing Time field in the Header Record is not a valid time.
MAILING TIME IS NOT NUMERIC	The Mailing Time field in the Header Record is not a numeric value >0 and <=2400.
INVALID ENTRY FACILITY	The Entry Facility field in the Header Record is not a valid 5-digit ZIP Code of a Postal Service facility that can accept this type of mailing.
INVALID USPS ELECTRONIC FILE VERSION NUMBER	The Postal Service Electronic File Version Number field in the Header Record is not a valid number.
USPS ELECTRONIC FILE VERSION NUMBER NOT NUMERIC	The Postal Service Electronic File Version Number field in the Header Record is not a numeric value.
INVALID DEVELOPER ID CODE	The Developer ID Code found in your Header Record is not in our database. Please contact the Confirmation Services Support to receive a valid Developer ID Code.
INVALID PRODUCT VERSION NUMBER	The Product Version Number found in your Header Record is not in our database.
INVALID ELECTRONIC FILE NUMBER IN HEADER	Not a valid barcode for an Electronic File Header Record.
DUPLICATE ELECTRONIC FILE; CORRECTIONS MUST BE WITHIN 30 DAYS	The Shipping Services file was already posted to the database. This file is being considered a correction to the errors contained in the first manifest, but it is being rejected because it is outside the window for making corrections.
CORRECTION MUST USE ORIGINAL ELECTRONIC FILE NUMBER, TYPE, ENTRY FACILITY, MAILING DATE AND TIME	The Shipping Services file was already posted to the database. This file is being considered a correction to the errors contained in the first manifest, but it is being rejected because it does not have the same date and time of mailing as the original manifest.
INVALID SERVICE TYPE CODE	The service type code in the PIC is not a valid service type code.

Table 9-9 (continued)

Error Message	What It Means
INVALID ELECTRONIC FILE NUMBER FORMAT	The electronic file number is not a valid format of application identifier (if applicable) service type code, Mailer ID, sequence number and check digit.
CUSTOMER DECERTIFIED FOR MERCHANDISE RETURN FILE	Merchandise Return file from customer will no longer be accepted.
CUSTOMER NOT CONFIGURED FOR MERCHANDISE RETURN FILE	Customer has not been certified to send Merchandise Return files.
CUSTOMER PENDING FOR MERCHANDISE RETURN FILE	The Mailer ID found in your header record has not been certified to send a Merchandise Return file.
CUSTOMER DECERTIFIED FOR INSURED FILE	Insured file from customer will no longer be accepted.
CUSTOMER NOT CONFIGURED FOR INSURED FILE	Customer has not been certified to send Insured files.
CUSTOMER PENDING FOR INSURED FILE	The Mailer ID found in your header record has not been certified to send an Insured file.
CUSTOMER DECERTIFIED FOR PARCEL RETURN SERVICE	Parcel Return Service files from customer will no longer be accepted.
CUSTOMER NOT CONFIGURED FOR PARCEL RETURNS SERVICE	Customer has not been certified to send Parcel Returns Service files.
CUSTOMER PENDING PARCEL RETURNS SERVICE	The Mailer ID found in your header record has not been certified to send a Parcel Returns Service file.
CUSTOMER DECERTIFIED FOR PAYMENT	Payment file from customer will no longer be accepted.
CUSTOMER NOT CONFIGURED FOR PAYMENT	Customer has not been certified to send Payment files.
CUSTOMER PENDING FOR PARCEL PAYMENT	The Mailer ID found in your header record has not been certified to send a Parcel Payment file.
CUSTOMER DECERTIFIED FOR TRACKING	Tracking file from customer will no longer be accepted.
CUSTOMER NOT CONFIGURED FOR TRACKING	Customer has not been certified to send Tracking files.
CUSTOMER PENDING FOR PARCEL TRACKING	The Mailer ID found in your header record has not been certified to send a Parcel Tracking file.
CUSTOMER DECERTIFIED FOR EXPRESS	Express Mail file from customer will no longer be accepted.
CUSTOMER NOT CONFIGURED FOR EXPRESS	Customer has not been certified to send Express Mail files.
CUSTOMER PENDING FOR EXPRESS	The Mailer ID found in your header record has not been certified to send an Express Mail file.
CUSTOMER DECERTIFIED FOR BULK INSURANCE	Bulk Insurance file from customer will no longer be accepted.
CUSTOMER NOT CONFIGURED FOR BULK INSURANCE	Customer has not been certified to send Bulk Insurance files.
CUSTOMER PENDING FOR BULK INSURANCE	The Mailer ID found in your header record has not been certified to send a Bulk Insurance file.
CUSTOMER DECERTIFIED FOR E VERIFICATION	E Verification file from customer will no longer be accepted.
CUSTOMER NOT CONFIGURED FOR E VERIFICATION	Customer has not been certified to send E Verification files.
CUSTOMER PENDING FOR E VERIFICATION	The Mailer ID found in your header record has not been certified to send an E Verification file.

Table 9-9 (continued)

Error Message	What It Means
CUSTOMER DECERTIFIED FOR REGISTERED FILE	Registered file from customer will no longer be accepted.
CUSTOMER NOT CONFIGURED FOR REGISTERED FILE	Customer has not been certified to send Registered files.
CUSTOMER PENDING FOR REGISTERED FILE	The Mailer ID found in your header record has not been certified to send a Registered file.
CUSTOMER DECERTIFIED FOR CERTIFIED FILE	Certified file from customer will no longer be accepted.
CUSTOMER NOT CONFIGURED FOR CERTIFIED FILE	Customer has not been certified to send Certified files.
CUSTOMER PENDING FOR CERTIFIED FILE	The Mailer ID found in your header record has not been certified to send a Certified file.
CUSTOMER DECERTIFIED FOR COD FILE	COD file from customer will no longer be accepted.
CUSTOMER NOT CONFIGURED FOR COD FILE	Customer has not been certified to send COD files.
CUSTOMER PENDING FOR COD FILE	The Mailer ID found in your header record has not been certified to send a COD file.
CUSTOMER DECERTIFIED FOR RR FOR MERCHANDISE	RR for Merchandise file from customer will no longer be accepted.
CUSTOMER NOT CONFIGURED FOR RR FOR MERCHANDISE	Customer has not been certified to send RR for Merchandise files.
CUSTOMER PENDING FOR RR FOR MERCHANDISE	The Mailer ID found in your header record has not been certified to send a RR for Merchandise file.
CUSTOMER PENDING FOR SHIPPING PARTNERS	The Mailer ID found in your header record has not been certified to send a shipping partner file.
CUSTOMER DECERTIFIED FOR SHIPPING PARTNERS	Shipping Partner file from customer will no longer be accepted.
CUSTOMER NOT CONFIGURED FOR SHIPPING PARTNERS	Customer has not been certified to send Shipping Partner files.
EH HEADER RECORD TYPE MISSING	The header record is missing from the Shipping Partner file.

Table 9-10: Shipping Services file Error Messages: Detail Record Error Messages That Cause Non-acceptance of Record

Error Message	What It Means
INVALID DETAIL RECORD	Unrecognizable record; not a valid record.
INVALID PRODUCTS OR CLASS OF MAIL	The Products or Class of Mail field in D1 Record is not a valid products or Class of Mail. See record layout and description for this field.
INVALID SERVICE TYPE CODE IN PIC	D1 Record is not a valid Service Type Code.
INVALID MAILER ID IN PIC	The Mailer ID in positions 9-17 starting in position 5 of PIC of the Package Identification Code (PIC) field in D1 Record does not appear in the Customer table. It is entered into the table as part of the Certification process.
INVALID SEQUENCE NUMBER IN PIC	The significant digits in the Package Identification Code (PIC) field of D1 Record are not numeric.
ERROR IN D1 RECORD; REJECTING D2 RECORD	An error found in D1 Record automatically rejects the matching D2 Record.
D2 RECORD FOUND WITHOUT MATCHING D1 RECORD	There is no D1 Record to match D2 Record.
LABEL PREVIOUSLY RECEIVED	One or more of Customer-ID on the Header, Manifest Sequence Number on the Header, and Destination Zip Code on the Detail record have changed from a previously submitted label.
INVALID BARCODE FORMAT FOR MERCHANDISE RETURN ELECTRONIC FILE	The barcode does not pass the Postal Service barcode edits specific to this type electronic file.
INVALID BARCODE FORMAT FOR INSURED ELECTRONIC FILE	The barcode does not pass the Postal Service barcode edits specific to this type electronic file.
INVALID BARCODE FORMAT FOR PARCEL RETURNS SERVICE ELECTRONIC FILE	The barcode does not pass the Postal Service barcode edits specific to this type electronic file.
INVALID BARCODE FORMAT FOR PAYMENT ELECTRONIC FILE	The barcode does not pass the Postal Service barcode edits specific to this type electronic file.
INVALID BARCODE FORMAT FOR TRACKING ELECTRONIC FILE	The barcode does not pass the Postal Service barcode edits specific to this type electronic file.
INVALID BARCODE FORMAT FOR EXPRESS ELECTRONIC FILE	The barcode does not pass the Postal Service barcode edits specific to this type electronic file.
INVALID BARCODE FORMAT FOR BULK INSURANCE ELECTRONIC FILE	The barcode does not pass the Postal Service barcode edits specific to this type electronic file.
INVALID BARCODE FORMAT FOR E VERIFICATION ELECTRONIC FILE	The barcode does not pass the Postal Service barcode edits specific to this type electronic file.
INVALID BARCODE FORMAT FOR REGISTERED ELECTRONIC FILE	The barcode does not pass the Postal Service barcode edits specific to this type electronic file.
INVALID BARCODE FORMAT FOR CERTIFIED ELECTRONIC FILE	The barcode does not pass the Postal Service barcode edits specific to this type electronic file.
INVALID BARCODE FORMAT FOR COD ELECTRONIC FILE	The barcode does not pass the Postal Service barcode edits specific to this type electronic file.
INVALID BARCODE FORMAT FOR RR FOR MERCHANDISE ELECTRONIC FILE	The barcode does not pass the Postal Service barcode edits specific to this type electronic file.
INVALID COUNTRY CODE	Products or Class of Mail field in D1 Record is "IE" and Country Code field contains an invalid country code.

Table 9-10 (continued)

Error Message	What It Means
INVALID PIC IN DETAIL RECORD	The barcode does not pass the Postal Service barcode edits in general.
SPECIAL SERVICE FEE 1 NOT > OR = \$1.00; NO POD PROVIDED	If Special Service fee for electronic return receipt is not correct – record is rejected and can be resubmitted with correct fee.
SERVICE TYPE CODE 50 NOT VALID FOR DETAIL	The service type code of '50' should only be used in the electronic file number in the header record.
ED DETAIL RECORD(S) MISSING	No detail records were sent with Header record for Shipping Partner.
INVALID EVENT CODE	This is not a valid Shipping Partner event.
INVALID EVENT DATE	The Shipping Partner event date is not a valid date.
EVENT DATE NOT NUMERIC	The Shipping Partner event date is not a numeric.
INVALID EVENT TIME	The Shipping Partner event time is not a valid time.
EVENT TIME NOT NUMERIC	The Shipping Partner event time is not a numeric.
SPECIAL SERVICE FEE 2 NOT > OR = \$1.00; NO POD PROVIDED	When Special Service Code 2nd service is 06 and the corresponding fee is not greater than or equal to \$1.00, no POD records are provided for the mailpiece.
SPECIAL SERVICE FEE 3 NOT > OR = \$1.00; NO POD PROVIDED	When Special Service Code 3rd service is 06 and the corresponding fee is not greater than or equal to \$1.00, no POD records are provided for the mailpiece.
SPECIAL SERVICE FEE 4 NOT > OR = \$1.00; NO POD PROVIDED	When Special Service Code 4th service is 06 and the corresponding fee is not greater than or equal to \$1.00, no POD records are provided for the mailpiece.
SPECIAL SERVICE FEE 5 NOT > OR = \$1.00; NO POD PROVIDED	When Special Service Code 5th service is 06 and the corresponding fee is not greater than or equal to \$1.00, no POD records are provided for the mailpiece.
SPECIAL SERVICE FEE 6 NOT > OR = \$1.00; NO POD PROVIDED	When Special Service Code 6th service is 06 and the corresponding fee is not greater than or equal to \$1.00, no POD records are provided for the mailpiece.

Table 9-11: Shipping Services file Warning Messages: Header Record Warning Messages That DO NOT Cause File Rejection

Warning Message	What It Means
DUPLICATE ELECTRONIC FILE FOUND; PROCESSED AS CORRECTIONS	An Shipping Services file with this number in the Electronic File Number field of the Header Record has been submitted previously.
INVALID ELECTRONIC FILE TYPE; DEFAULT TO TYPE 2	The Electronic File Type was changed to 2 to reflect a file and not a manifest.
INVALID RECORD COUNT SPECIFIED	The File Record Count field in the Header Record does not match the USPS count of records in this transmission.
MAILING DATE NOT WITHIN 3 DAYS OF SYSTEM DATE	The Mailing Date field is not within 3 days of the system date (before or after).
DESTINATION ZIP MUST BE ALL ZEROES FOR INTERNATIONAL	If the Products or Class of Mail field in the D1 Record is IE, then the Destination ZIP Code field in D1 Record must be all zeroes.
DESTINATION ZIP NOT SERVICED BY ENTRY FACILITY	The destination ZIP Code in the detail record is not serviced by the entry facility ZIP Code listed in the header record. This message applies to drop ship packages services.
MULIPLE FACILITY TYPES RETURNED FOR ENTRY FACILITY ZIP	The entry facility ZIP Code matches the ZIP Code of more that 1 facility.

Table 9-12: Shipping Services file Warning Messages: Detail Record Warning Messages That DO NOT Cause File Rejection

Warning Message	What It Means
CLIENT MAILER ID NOT A VALID MAILER ID	The Mailer ID in the Client Mailer ID field of D1 Record is not valid Mailer ID.
INVALID DESTINATION RATE INDICATOR/ENTRY FACILITY COMBO	The destination rate indicator in the detail record does not match the entry facility type. For example, if the entry facility is a Network Distribution Center, the destination rate indicator in the detail record should be "B." This message applies to drop ship package services.
INVALID DESTINATION RATE INDICATOR; DEFAULT TO N	The destination rate indicator in the detail record is invalid. Valid values are "B," "S," "D," and blank. This message applies to drop ship package services.
INVALID DESTINATION ZIP CODE	The 5-digit ZIP Code in the Destination ZIP Code field of D1 Record is not a valid ZIP Code as compared to the current USPS ZIP Code table. We store first three digits unless not numeric, then nulls. We do not give back anything in the extract if we only store 3.
INVALID PAYMENT ACCOUNT NUMBER; NO DEFAULT	When the Method of Payment is 01, PERMIT the Payment Account Number must be a numeric field greater than zero.
INVALID PO OF ACCOUNT ZIP CODE	When the Method of Payment is 01-PERMIT, the PO of Account ZIP Code must be a valid ZIP Code.
INVALID PROCESSING CATEGORY; DEFAULT TO SPACE	The processing category field in the D1 Record is not a valid processing category. See record layout and description for this field.
INVALID PRODUCTS OR CLASS OF MAIL/SERVICE TYPE CODE COMBO	The Products or Class of Mail field in D1 Record does not match the appropriate Service Type Code in the first 2 positions of the Package Identification Code (PIC) of D1 Record. See Service Type Table for current list of Service Type Codes.
INVALID SERVICE TYPE CODE/PRODUCTS OR CLASS OF MAIL/DEST RATE IND COMBO	The service type code and products or Class of Mail with the destination rate indicator are not valid for Priority Mail Open and Distribute.
INVALID SPECIAL SERVICE 1 CODE; DEFAULT TO SPACES	The Special Service Code in not valid. See Special Services Codes Table.
INVALID SPECIAL SERVICE 2 CODE; DEFAULT TO SPACES	The Special Service Code in not valid. See Special Services Codes Table.
INVALID SPECIAL SERVICE 3 CODE; DEFAULT TO SPACES	The Special Service Code in not valid. See Special Services Codes Table.
INVALID SPECIAL SERVICE 4 CODE; DEFAULT TO SPACES	The Special Service Code in not valid. See Special Services Codes Table.
INVALID SPECIAL SERVICE 5 CODE; DEFAULT TO SPACES	The Special Service Code in not valid. See Special Services Codes Table.
INVALID SPECIAL SERVICE 6 CODE; DEFAULT TO SPACES	The Special Service Code in not valid. See Special Services Codes Table.
INVALID STATE; REJECTING ADDRESS	The two-character state code is not a valid abbreviation. This specific address will not be posted in the database.
INVALID ZIP + 4	The ZIP + 4 is not a valid ZIP + 4.
INVALID ZONE	The Zone field in the D1 Record is not a valid Zone. See record layout and description for this field.

Table 9-12 (continued)

Warning Message	What It Means
POSTAGE NOT NUMERIC; DEFAULT TO 0	The Postage field of D1 Record is not a numeric value of 9(7).
RATE INDICATOR NOT S1 OR S2	When the Products or Class of Mail is "BB" (Bound Printed Matter) the rate indicator must be S1, S2, or spaces.
SPECIAL SERVICE 1 FEE EQUALS ZEROS	When a Special Service Code is in the field, this fee cannot be zeros.
SPECIAL SERVICE 1 FEE NOT NUMERIC; DEFAULT TO 0	The fee must be numeric.
SPECIAL SERVICE 1 NOT 04,05, 06; DEFAULT TO SPACE	Currently 04, 05, and 06 are the only valid Special Service Codes. Other codes will be defaulted two spaces.
SPECIAL SERVICE 1 NOT EQUAL TO 06; NO POD PROVIDED	The Special Service of electronic return receipt was not indicated, therefore no Proof of Delivery (POD) will be provided.
SPECIAL SERVICE 2 FEE EQUALS ZEROS	When a Special Service Code is in the field, this fee cannot be zeros.
SPECIAL SERVICE 2 FEE NOT NUMERIC; DEFAULT TO 0	The fee must be numeric.
SPECIAL SERVICE 2 NOT 04,05, 06; DEFAULT TO SPACE	Currently 04, 05, and 06 are the only valid Special Service Codes. Other codes will be defaulted two spaces.
SPECIAL SERVICE 2 NOT EQUAL TO 06; NO POD PROVIDED	The Special Service of electronic return receipt was not indicated, therefore no Proof of Delivery (POD) will be provided.
SPECIAL SERVICE 3 FEE EQUALS ZEROS	When a Special Service Code is in the field, this fee cannot be zeros.
SPECIAL SERVICE 3 FEE NOT NUMERIC; DEFAULT TO 0	The fee must be numeric.
SPECIAL SERVICE 3 NOT 04,05, 06; DEFAULT TO SPACE	Currently 04, 05, and 06 are the only valid Special Service Codes. Other codes will be defaulted two spaces.
SPECIAL SERVICE 3 NOT EQUAL TO 06; NO POD PROVIDED	The Special Service of electronic return receipt was not indicated, therefore no Proof of Delivery (POD) will be provided.
SPECIAL SERVICE 4 FEE 04,05, 06; DEFAULT TO SPACE	Currently 04, 05, and 06 are the only valid Special Service Codes. Other codes will be defaulted two spaces.
SPECIAL SERVICE 4 FEE EQUALS ZEROS	When a Special Service Code is in the field, this fee cannot be zeros.
SPECIAL SERVICE 4 FEE NOT NUMERIC; DEFAULT TO 0	The fee must be numeric.
SPECIAL SERVICE 4 NOT EQUAL TO 06; NO POD PROVIDED	The Special Service of electronic return receipt was not indicated, therefore no Proof of Delivery (POD) will be provided.
SPECIAL SERVICE 5 FEE EQUALS ZEROS	When a Special Service Code is in the field, this fee cannot be zeros.
SPECIAL SERVICE 5 FEE NOT NUMERIC; DEFAULT TO 0	The fee must be numeric.

Table 9-12 (continued)

Warning Message	What It Means
SPECIAL SERVICE 5 NOT 04,05, 06; DEFAULT TO SPACE	Currently 04, 05, and 06 are the only valid Special Service Codes. Other codes will be defaulted two spaces.
SPECIAL SERVICE 5 NOT EQUAL TO 06: NO POD PROVIDED	The Special Service of electronic return receipt was not indicated, therefore no Proof of Delivery (POD) will be provided.
SPECIAL SERVICE 6 FEE EQUALS ZEROS	When a Special Service Code is in the field, this fee cannot be zeros.
SPECIAL SERVICE 6 FEE NOT NUMERIC; DEFAULT TO 0	The fee must be numeric.
SPECIAL SERVICE 6 NOT 04,05, 06; DEFAULT TO SPACE	Currently 04, 05, and 06 are the only valid Special Service Codes. Other codes will be defaulted two spaces.
SPECIAL SERVICE 6 NOT EQUAL TO 06: NO POD PROVIDED	The Special Service of electronic return receipt was not indicated, therefore no Proof of Delivery (POD) will be provided.
WEIGHT NOT NUMERIC; DEFAULT TO ZEROES	The Weight field of D1 Record is not a numeric value.
WEIGHT EQUALS ZERO	A weight amount greater than zero must be in this field, if Service Type Code (STC) = "55" (Priority Mail Open and Distribute).